

20 OCT 1976

MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Visit of Basic Orientation Course for
Foreign Service Officers

1. The 127th class of the Basic Orientation Course for Foreign Service Officers will visit Headquarters for a briefing program on Tuesday, 26 October, from 0900-1500. We would appreciate it if you could find time during the day to meet with the class, as you have on other occasions. The preferred time would be 1430-1500, but we will be happy to adjust the schedule to meet your convenience.

2. Copies of the "Course Outline and Daily Schedule" and "Biographic Summaries" of members of the class are attached for your information.

John F. Blake

Attachments:

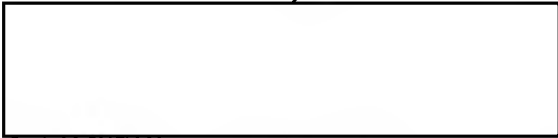
- 1 - Course Outline & Daily Schedule
- 2 - Biographic Summaries

STATINTL

SUBJECT: Visit of Basic Orientation Course for
Foreign Service Officers

STATINTL

ORIGINATOR:


Harry E. Fitzwater
Director of Training

18 OCT 1976

Date



SCHOOL OF PROFESSIONAL STUDIES

COURSE OUTLINE AND DAILY SCHEDULE

**BASIC COURSE FOR FOREIGN SERVICE OFFICERS
127th CLASS
September 23 - October 29, 1976**

U. S. DEPARTMENT OF STATE

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COURSE OUTLINE AND DAILY SCHEDULE

FOR

THE BASIC COURSE FOR FOREIGN SERVICE OFFICERS (G-103)

COURSE OUTLINE AND OBJECTIVES

The Basic Course for Foreign Service Officers is designed to facilitate the entry of junior officers into the Foreign Service of the United States. It is a five and one-half week course intended primarily for orientation and familiarization rather than detailed training. Its goals are to:

First Priority

- A. Introduce new officers to the work of the Department and the Foreign Service, instill a sense of professionalism and responsibility, and develop an understanding of the ethical and disciplinary requirements of the Service.
- B. Orient new officers to the "terms" of their employment and to the Department's career development system.
- C. Begin the process of developing the core skills of the diplomatic profession by providing introductory instruction in effective oral and written communication, Foreign Service reporting and analysis, negotiating, and the management and supervisory skills required of a junior officer.

Second Priority

- D. Develop an understanding of the inter-relationship between individual job assignments and the overall formulation and implementation of U.S. foreign policy.
- E. Provide an introduction to diplomatic practice, law and foreign affairs, and the overseas environment.
- F. Develop an understanding of the organization and foreign policy responsibilities of the various foreign affairs agencies, the White House, and Congress, by focusing on their inter-relationships and the processes of policy formulation and implementation.

Concurrent with the Basic Course, the Junior Officer Branch of the Bureau of Personnel conducts career counseling and arranges first-tour assignments. These job assignments are announced at the end of the course.

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At that point, more specific job-related training begins. A chart illustrating the complete junior officer professional development plan is included on page 3. The Basic Course is thus the initial phase of a broader training program for junior officers which includes area studies, language training, basic functional training, and on-the-job experience covering a total of about three years.

The Basic Course consists of three phases:

- a) Employment-related processing;
- b) Employment orientation; and
- c) Substantive orientation and familiarization.

The Employment Processing Phase includes sessions on foreign language policies, language testing procedure and taxation problems of Foreign Service personnel. The Modern Languages Aptitude Test (MLAT) is administered during this phase.

The Employment Orientation Phase covers the "terms of employment" and the Department's career development system for Foreign Service Officers. It includes such subjects as the Department's medical and insurance programs, employee-management relations, pay and allowances, performance evaluation and promotion, career counseling and assignments, equal employment opportunity programs, and travel and shipment of effects.

The Substantive Phase consists of an Inter-Functional Orientation Segment, a Management Segment, and familiarization segments on each of the five major functional areas of Foreign Service work: Administration, Consular, Economic/Commercial, Political and Public Affairs. The Interfunctional Orientation Segment includes the organization of the Department of State (especially the Country Director System), the U.S. Mission abroad, law and foreign affairs, and units (i.e., series of presentations) on cross-cultural communications and information sources. The familiarization portions of the Course and the skill training which follows in latter courses are related. The basic distinction between them is in depth of penetration into these areas.

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JUNIOR OFFICER TRAINING MATRIX

Administration	Consular	Economic/Commercial	Political	Rotational
ON - THE - JOB TRAINING (2 years)				
Consultation 1-2 wk		Consultation 1-2 wk		
Administrative Training 8 weeks	Consultation 1-2 wk Consular Tng. 4 wks	Commercial Training 6 weeks	Consultation 1-2 wk	Consultation 1-2 wk Consular Tng. 4 wks
HARD LANGUAGE TRAINING & ADVANCED AREA STUDIES (44 weeks)				
WORLD LANGUAGE TRAINING (20 weeks)				
Area Studies 2 wks	Area Studies 2 wks	Area Studies 2 wks	Area Studies 2 wks	Area Studies 2 wks
BASIC ORIENTATION COURSE (5½ weeks)				

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METHODOLOGY

The course employs a variety of techniques: Lecture/discussion, briefings, interviews, case studies, oral presentations by students, off-site activities, role playing, simulations, practical exercises, and visits. Formal lectures are minimized. Because of limited classroom time, a number of subjects are covered by assigned reading only.

Lists of readings and some reading materials will be provided during the course. Certain specified reading materials will be provided on loan only and must be returned by the last day of the course. All other reading materials distributed during the course may be retained by students.

Reading materials denominated as REQUIRED must be read before the appropriate class session; RECOMMENDED reading material should be read before the related class session to derive maximum benefit from it; REFERENCE reading materials are suggested for those students wishing further information on a particular subject.

All unclassified required reading materials will be distributed during the course, along with some recommended reading materials. Special instructions will be given regarding access to classified materials. Recommended and reference reading materials not distributed during the course are available from the Foreign Service Institute Library (Room 300, SA-3) or from the Department's Main Library (Room 3239 NS). Some of these materials are also available in the Junior Officer Program Reference Center (Room 1005, SA-3), but materials shelved there may not be taken out on loan.

FOREIGN SERVICE INSTITUTE ORGANIZATION AND BASIC COURSE PERSONNEL

The Institute's Junior Officer Program is part of the School of Professional Studies. The other major divisions of the Institute are the Senior Seminar in Foreign Policy, the School of Language Studies, and the Center for Area and Country Studies.

Arrangements for the presentation of the Basic Orientation Course are the responsibility of the staff of the Institute's Junior Officer Program. That staff consists of the Coordinator of Junior Officer Training (Mr. Richard J. Dols), the Basic Course Chairman (Mr. Richard Holmes), a Training Technician (Miss Anita McGillian), and a Secretary (Mrs. Bea Bovis).

Actual conduct of course sessions is by speakers drawn from the Department of State and from other programs of the Institute. Presentations made by the other foreign affairs agencies are arranged by the training staffs of the respective agencies.

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BIOGRAPHIC DATA ON COURSE PERSONNEL

RICHARD J. DOLS
Coordinator, Basic Officer Training

Mr. Dols was born in Minnesota in 1932. He is a 1954 graduate of the University of Minnesota in Political Science. In 1960, he graduated from Law School of the University of Minnesota.

Before entering the Foreign Service, Mr. Dols was an Air Force pilot and intelligence officer, with service abroad in Korea and Japan. He was also employed as a research analyst in law and public administration and as a city attorney. He is a member of the Minnesota Bar.

Since entering the Foreign Service in 1962, Mr. Dols has served abroad as a consular officer at Bordeaux, France, and Toronto, Canada, as a political officer at Mbabane, Swaziland, and as Deputy Chief of Mission at Niamey, Niger. In Washington, he has been assigned to the staff of the Department's Legal Adviser, as an intelligence research analyst in Soviet and Eastern European affairs, as a Deputy Examiner of the Board of Examiners for the Foreign Service, and a Country Officer for Botswana, Lesotho, and Swaziland and for South Africa. In 1968-69, he attended the Armed Forces Staff College at Norfolk, Virginia.

RICHARD A. HOLMES
Chairman
Basic Officer Orientation

Mr. Holmes was born in Michigan in 1939. He graduated from Michigan State University in 1960 in mathematics. He continued in graduate school at Michigan State, receiving an M.A. in education (counseling) and an M.A. in political science. In 1962-63, Mr. Holmes studied at the College of Europe in Bruges, Belgium.

After entering the Foreign Service in 1965, Mr. Holmes was assigned to Brussels as a rotational officer. In 1967, he began two years of Chinese language training, including a year at the FSI language school in Taichung, Taiwan. Upon completion of language training 1969, Mr. Holmes was assigned to the Consulate General in Hong Kong where he followed political events in China. From 1972 until June 1976, he was a Country Officer in the Office of the People's Republic of China and Mongolia Affairs.

PERSONNEL COUNSELING AND ONWARD ASSIGNMENTS

Students are introduced to their Personnel Counselors at the beginning of the Basic Course and time is provided for discussion of job preferences and availability.

ATTENDANCE OF SPOUSES

Much of the subject matter covered in the course is of direct interest to spouses of newly appointed officers. Provided seating capacity in the classroom permits, spouses are invited to attend and participate in those programs designated in the schedule.

SCHEDULE CHANGES

Since class schedules are prepared well in advance, they are subject to modification. You are requested to regularly check the bulletin board in Room 1001A for changes.

CLASS SECTIONS

Because of the large number of students in the 127th Class, the Class will be divided into two sections. Whenever possible, separate class sessions have been scheduled for each section to increase opportunities for discussion and student involvement. Section I will generally meet in Room 1000 under the chairmanship of Mr. Richard Dols. Section II will meet in Room 1005 under the chairmanship of Mr. Richard Holmes. Separate schedules for the two sections follow.

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SECTION I

CLASS SCHEDULE

127th Class

Daily Class Schedule

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FOREIGN SERVICE INSTITUTE
DEPARTMENT OF STATE

COURSE TITLE			BASIC OFFICERS' COURSE - 127th Class		Week 1 of 6 - Section I		ROOM (unless otherwise indicated) 1000, FSI (S.A.-3)		
COORDINATOR			Richard J. Dols			CHAIRMAN			
PROGRAM ASSISTANT			Anita McGillian			REGISTRAR			
						Mrs. Martha Holmes			
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Key:						September 23		September 24	
S.A.-3: State Annex #3, Foreign Service Institute						Room 1000, FSI (SA-3) 9:15 - 9:30 WELCOME George S. Springsteer Director, FSI		*** 8:45 - 9:15 Room 1000, FSI 9:15 - 10:15 MODERN LANGUAGE APTITUDE TEST (MLAT) (SO)	
N.S.: New State - Main Dept of State Bldg 2201 C St., NW Washington DC 20520						9:30 - 11:15 COURSE INTRODUCTION Richard J. Dols, Course Coordinator, Richard A. Holmes, Course Chairman Anita McGillian, Program Assistant		Mrs. Mildred Bush, Research and Testing Unit, School of Languages, FSI	
S.A.-15: State Annex 15, 1800 N. Kent St. Arlington, Va.						11:30 - 12:15 FOREIGN LANGUAGE POLICIES AND TESTING PROCEDURES Ms. Dorothy Rauscher, Head, Research and Testing Unit, School of Language Studies, FSI		Room 1005, FSI 10:30 - 11:00 TAXATION PROBLEMS OF FOREIGN SERVICE PERSONNEL (OP/FAS) Thomas E. Crocker Staff Assistant Under Secretary for Security Assistance	
ESO: Session open to enrolled students only; spouses are invited to attend all other sessions						12:15 - 1:30 Junior Officer Lounge Bag lunch with FSI staff, personnel counselors and junior officers		11:00 - 11:30 HEALTH & LIFE INSURANCE PROGRAMS Lorraine Anderson Health Benefits and Insurance Officer	
SO: Dept of State students only									
OP: Optional session all students.									
LUNCH									
OP/FAS: Optional session, Foreign Agricultural Service Students.						SA-15, floor auditorium 1:30 - 3:15 ADMINISTRATIVE PROCESSING (SO; ESO) Office of Employment New State: EMPLOYEES' SERVICES CENTER: Briefing, Processing, Tour (SO; ESO)		Room 1912 - New State 1:00 - 3:00 TRAVEL ADVANCES AND PER DIEM ALLOWANCES: Briefing and Workshop Linda Wicker Fiscal Specialist Voucher Examination Branch	
***: Indicates class periods to be used for assigned reading, administrative requirements, committee meetings, etc.						F.S. Lounge Briefing Room 1252 Iden. Photographs, Room 1258 Travel Voucher Assist. Room 1059 E Cashier, Room 1258 Housing, Room 1242 Transportation, Rooms 1241, 43, 44		II. EMPLOYMENT ORIENTATION PHASE 3:20 - 5:30 THE FOREIGN SERVICE PERSONNEL SYSTEM (OP/FAS) Mr. Richard Dols Mr. Richard Holmes	
								Sunday, September 26, 2:00 p.m. - Picnic - Montrose Park R.S. meet at Moon Place Georgetown	

Daily Class Schedule

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COURSE TITLE		ROOM (unless otherwise indicated) (Section I) Room 1000, FSI		
BASIC COURSE FOR FOREIGN SERVICE OFFICERS-127th Class Week 2 of 6				
COORDINATOR		CHAIRMAN		
Richard J. Dols		Richard A. Holmes		
PROGRAM ASSISTANT		REGISTRAR		
Anita McGillian		Martha Holmes		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
September 27	September 28	September 29	September 30	October 1
*** 8:45 - 9:15	*** 8:45 - 9:15	*** 8:45 - 9:15	PUBLIC AFFAIRS SEGMENT	
Room 1000, FSI 9:15 - 10:15	Room 1000, FSI 9:15 - 10:15	Room 1000, FSI 9:15 - 12:15	9:00 - 5:30 Room 1100 - USIA 1776 Penn Ave NW (corner of 18th and Penn)	Room 1912 - New State 9:00 - 12:30
PERSONNEL POLICY: COUNSELING AND ASSIGN- MENTS (SO) Beauveau Nalle Chief, Junior Officer Counsel- ing Branch, Foreign Service Career Development and Assignments	EMPLOYEE-MANAGEMENT RELATIONS (SO) Allen Silverman Employee-Management Relations Officer	MEDICAL AND HEALTH PRO- GRAMS (OP) 9:15 - 10:15: "Staying Healthy Over- seas" Dr. Robert Foop Asst Medical Director for Domestic Programs	PUBLIC AFFAIRS: THE ROLE OF THE U.S. INFORMATION AGENCY (ESO) Program arranged by USIA members of the 127th class in coordi- nation with Jeffrey H. Lite, Program Coordi- nator, and Mary Lou Edmondson, Program Officer, Office of Foreign Service Training, USIA. (For bus information call Metro: 637-2437)	TERRORISM: HOSTAGE SURVIVAL (ESO) Dr. Steven R. Pieczek, Deputy Assistant Secretary for Manage- ment
10:30 - 12:00	10:30 - 11:30	10:15 - 11:15:		
PERFORMANCE EVALUATION, PROMOTION AND THE SELEC- TION-OUT SYSTEM (SO)	EQUAL EMPLOYMENT OPPOR- TUNITY PROGRAMS (SO) Mrs. Dorothy Stansbury Training Officer Equal Employment Oppor- tunity, School of Professional Studies, FSI	Dr. Herbert Haynes, Special Assistant for Adolescent Psychiatry, Mental Health and Drug Abuse		
Alfred Haynes, Deputy Director, Office of Performance Evaluation	11:40 - 12:20 THE SECRETARY'S OPEN FORUM Neil Boyer, Chairman	11:15 - 12:15: Alcoholic Abuse Program Dr. F. Benedict Lanahan Director, Health Units		
LUNCH				
1:00 - 2:00	1:45 - 2:35	1:15 - 3:00	USIA PROGRAM (continued)	Room 1912 - New State 1:30 - 5:30
GROUP MEETINGS WITH CAREER COUNSELORS (SO) Consular - Judith Schmidt - Room 1000 Admin - Daniel Thal Room 1005 Political-E/C- Tom Macklin - Room 303	EXECUTIVE AND PROFES- SIONAL PLACEMENT SERVICES (SO) Patrick T. O'Connor, Assistant Director, Executive and Profes- sional Placement Services Division	SOME TERMS OF YOUR EMPLOYMENT: Compensation, Allow- ances, Benefits (SO) Diane LeZotte Personnel Officer	WELCOME TO THE USIA STUDENTS WHO JOIN THE CLASS TODAY !	SECURITY PROGRAMS AND EMERGENCY AND EVACUA- TION PROCEDURES (ESO) Program arranged by Vernon E. Bishop, Chief, Education and Training Staff, Office of Security
2:00 - Room 1007	2:45 - 3:35	3:15 - 4:30		
WELCOME TO SPOUSES Workshop for Foreign Service Families Foreign Service Women's Association	TRAVEL AND TRANSFER PROCEDURES Warren Nixon Transportation Special- ist, Office of Trans- portation	PREPARATION FOR SEMINAR PRESENTATIONS Richard J. Dols		
2:00 - 3:00 - Rm 1000	Take 3:47 shuttle to New State	4:45 - 5:30		
JUNIOR FOREIGN SERVICE OFFICERS' CLUB (JFSOC) Joseph McBride, Pres.	4:00 - 5:30	REVIEW AND FEEDBACK SESSION Richard J. Dols Richard A. Holmes		Detailed Schedule and required reading material to be distri- buted at session.
4:00 - 5:30	Foreign Service Club 2101 E St (opposite Main State Building) AMERICAN FOREIGN SERV- ICE ASSOCIATION John Hemenway, President			

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COURSE TITLE		BASIC COURSE FOR FOREIGN SERVICE OFFICERS-127th Class Week 3 of 6		ROOM (unless otherwise indicated) Section I - Room 104, FSI	
COORDINATOR Richard J. Dols		CHAIRMAN Richard A. Holmes			
PROGRAM ASSISTANT Anita McGillian		REGISTRAR Martha Holmes			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
October 4	October 5	October 6	October 7	October 8	
*** 8:45 - 9:15	9:00 - 12:00	MANAGEMENT SEGMENT			
Room 104, FSI 9:15 - 12:15	DEPARTMENTAL VISITS (ESO)	10:00 a.m.:			
SECURITY PROGRAMS AND EMERGENCY AND EVACUA- TION PROCEDURES (ESO) (continued)	See bulletin board for individually arranged appointments	Depart for Hilltop House Hotel, Harpers Ferry, West Virginia			
Program arranged by Vernon E. Bishop, Chief, Education and Training Staff, Office of Security		12:30 p.m.:			
		Lunch at Hilltop House Hotel			
		OFF-SITE MANAGEMENT TRAINING PROGRAM (ESO)			
		Detailed program to be distributed at Harpers Ferry.			
		Driving instructions and other information will be distributed on October 4.			
LUNCH					
III Substantive Orientation Phase	Room 104, FSI 2:00 - 5:30	2:00 - 5:00	2:00 - 5:00	2:00 - 5:00	
Interfunctional Segment					
Room 1000, FSI 1:15 - 2:30	CROSS-CULTURAL COMMU- NICATION				
DIPLOMATIC SOCIAL USAGE AND REPRESENTATIONAL ENTERTAINING	James C. Rostain Scientific Linguist School of Language Studies, F.S.I.				
Joan Wilson, Coordinator Workshop for Foreign Service Families					
Room 104, FSI 2:45 - 4:00		7:30 - 9:00			
ORGANIZATION OF THE DEPARTMENT OF STATE: THE COUNTRY DIRECTOR SYSTEM		Evening Session on Cross-Cultural Communications			
Dr. William I. Bacchus Consultant to the Director General					
Room 1000, FSI 4:15 - 5:30					
THE U.S. MISSION ABROAD					
Richard J. Dols					

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COURSE TITLE		BASIC COURSE FOR FOREIGN SERVICE OFFICERS-127th Class Week 4 of 6		ROOM (unless otherwise indicated) Section I Room 104, FSI		
COORDINATOR		Richard J. Dols		CHAIRMAN Richard A. Holmes		
PROGRAM ASSISTANT		Anita McGillian		REGISTRAR Martha Holmes		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
October 11	October 12	October 13	October 14	October 15		
HOLIDAY	*** 8:45 - 9:15 Room 104, FSI 9:15 - 1:00 THE LAW AND FOREIGN AFFAIRS (ESO) Program arranged by John Boyd, Attorney Adviser Office of the Legal Adviser	Room 7516 - New State 9:15 - 10:15 POLICY COORDINATION AND THE EXECUTIVE SECRETARIAT (ESO) Frank V. Ortiz Deputy Executive Secretary 10:15 - 11:15 BRIEFING AND TOUR OF THE OPERATIONS CENTER (ESO) Arthur P. Shankle, Jr. Director, Operations Center	ADMINISTRATIVE SEGMENT *** 8:45 - 9:15 Room 104, FSI 9:15 - 10:00 ADMINISTRATION IN THE DEPARTMENT OF STATE John M. Thomas Assistant Secretary for Administration 10:00 - 10:30 Room 1007 - Lounge Coffee with Mr. Thomas and other administrative officers 11:00 - 12:15 THE ROLE OF THE EXECUTIVE DIRECTOR'S OFFICE Gregory Kryza, Executive Director, Bureau of African Affairs; and Robert Green, Mary Ryan, Patrick Kennedy	CONSULAR AFFAIRS SEGMENT *** 8:45 - 9:15 Room 104, FSI 9:15 - 12:15 CONSULAR AFFAIRS PROGRAM Arranged by John D. Coffman Coordinator, Consular Training		
	1:05 pm: Pose for class picture in front FSI courtyard.	12:15: PRESS BRIEFING: Designated students only. Check in Rm 2109 before 12:15; then go to Rm 2118 and be seated before 12:25. (Phone x 22434 at 11:30 to confirm briefing.)		12:15: PRESS BRIEFING: Designated students only. Follow same instructions for Oct 13.		
	LUNCH					
	HOLIDAY	2:00 - 5:00 Room 1000 PLANNING EXERCISE: DISASTER PLANNING (ESO) See bulletin board for group assignments Robert Tsukayama Chairman, Consular Training, FSI Groups A and B will report to Room 1000 at 2:00 pm for a general briefing (Group B will then report to Room 1005)	Information Sources Unit Room 1912 - New State 2:15 - 4:00 THE FOREIGN AFFAIRS DOCUMENT AND REFERENCE CENTER: Briefing and Tour (ESO) William A. Parks, Chief, Document Analysis and Processing Division Room 1912 - N.S.: 4:15 - 5:15 ORIENTATION TO THE DEPT OF STATE LIBRARY (ESO) Conrad Eaton, Librarian	Room 1000, FSI 1:45 - 3:00 ADMINISTRATION OF POSTS ABROAD Aloysius J. Warnecki, Coordinator, Administrative Training FSI 3:15 - 4:00 JUNIOR OFFICERS IN ADMINISTRATIVE WORK Panel Discussion (to be announced) 4:00 - 5:30 Preparation for Seminar Presentations	1:30 - 4:30 PLANNING EXERCISE: CODEL (ESO) See bulletin board for group assignments Group A: Room 204: Report to James Romano, Coordinator Executive Development F.S.I. Group B: Room 302 Conducted by: James Cokes, Executive Assistant, F.S.I. 4:45 - 5:30 Room 1000, FSI REVIEW AND FEEDBACK SESSION Richard J. Dols	

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FOREIGN SERVICE INSTITUTE
DEPARTMENT OF STATE

COURSE TITLE			BASIC COURSE FOR FOREIGN SERVICE OFFICERS-127th Class Week 5 of 6		ROOM (unless otherwise indicated) Section I - Room 1000, FSI				
COORDINATOR			Richard J. Dols, ..		CHAIRMAN Richard A. Holmes				
PROGRAM ASSISTANT			Anita McGillian		REGISTRAR Martha Holmes				
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
October 18		October 19		October 20		October 21		October 22	
*** 8:45 - 9:15		ECONOMIC/COMMERCIAL SEGMENT		9:00 - 12:30		9:00: Turn in economic reporting exercise to Course Chairman.		*** 8:45 - 9:00	
Room 1000, FSI 9:15 - 11:15		*** 8:45 - 9:15		DEPARTMENT OF COMMERCE PROGRAM (ESO)		9:00 - 12:10		Room 1000, FSI 9:00 - 10:00	
THE EDUCATIONAL AND CULTURAL EXCHANGES PROGRAM OF THE DEPART- MENT OF STATE		Room 1000, FSI 9:15 - 10:00		Room 3817 Department of Commerce Main Building 15th and Constitution Ave NW (Entrance at archway nearest Consti- tution Ave on 15th St)		DEPARTMENT OF AGRICUL- TURE PROGRAM (ESO)		THE POLITICAL FUNCTION ABROAD (ESO)	
Seminar Presentation		ECONOMIC RESPONSIBILI- TIES OF THE DEPARTMENT OF STATE		Program arranged by John Perry, Commercial Representa- tion Division, Office of Market Plan- ning Department of Commerce		Room 5066 South Building 14th and Independence Avenue NW (enter at center of Independence Ave at 4th wing)		Seminar Presentations	
11:30 - 12:30		10:15 - 11:15		Detailed schedule to be distributed		Program arranged by Alex Bernitz, Deputy Assistant Admini- strator, Agricultural Attaches, Foreign Agricultural Service		10:15 - 11:20	
CULTURE SHOCK		COMMERCIAL RESPONSI- BILITIES OF THE DEPART- MENT OF STATE		For bus information call Metro: 632-2437		Detailed schedule to be distributed at USDA.		THE POLITICAL FUNCTION IN THE DEPARTMENT: POLITICAL-MILITARY AFFAIRS (ESO)	
Mrs. Joan Wilson Coordinator, Workshop for Foreign Service Families		Seminar Presentations 11:15 - 12:15 Room 104, FSI						Seminar Presentations	
Thursday, Oct 19: 12:15: PRESS BRIEFING. Designated students only.		FOREIGN SERVICE RELA- TIONS WITH AMERICAN BUSINESS						11:30 - 1:00	
		Panel arranged by John Perry, Commercial Representation Division, Office of Market Plan- ning, Department of Commerce						POLITICAL REPORTING EXERCISE I (ESO)	
								Richard J. Dols	
LUNCH									
Room 1000, FSI 2:00 - 3:45		Room 1000, FSI 1:30 - 2:30		2:00 - 5:30		Room 1000, FSI 2:00 - 2:45		2:15 - 5:30	
TOOLS OF THE TRADE I		ECONOMIC REPORTING EXERCISE I (ESO)		DEPARTMENT OF TREASURY PROGRAM (ESO)		ECONOMIC REPORTING EXERCISE II (ESO)		DEPARTMENT OF LABOR PROGRAM (ESO)	
Seminar Presentations				Room 4121 Main Treasury Building 15th and Pennsylvania Ave NW Enter at 15th Street				Room S 5215 A and B 200 Constitution Ave NW (between First and Third on Constitution) (Enter from Constitution Ave-take 2nd bank of elevators to 5th floor)	
Room 104, FSI 4:00 - 5:30		2:45-3:45		Program arranged by Mrs. Edith A. Moss, Research Assistant, Office of the Deputy Assistant Secretary for Administration, Office of the Secretary		Room 104, FSI 3:00 - 4:00		Program arranged by Harold Davey, Foreign Service Coordi- nator, Bureau of International Labor Affairs, Department of Labor	
THE DEPARTMENT OF STATE AND INTERNATIONAL LABOR AFFAIRS		OCEANS AND ENVIRON- MENTAL AND SCIENTIFIC AFFAIRS		Detailed schedule to be distributed at Treasury		AID-STATE RELATIONS John P. Mulligan, Economic Officer for Pakistan, Bureau of Near East and South Asian Affairs; and David Levintow, Director, Pakistan/Nepal Affairs, AID		Detailed program to be distributed at Labor.	
Thomas Bowie, Deputy Coordinator, International Labor Affairs, Office of the Secre- tary		Seminar Presentations				Room 1000, FSI 4:15 - 5:30			
		4:00 - 5:30				JUNIOR OFFICERS IN ECONOMIC/COMMERCIAL WORK:			
		TOOLS OF THE TRADE (II)				Panel Discussion To be announced			
		Seminar Presentations							

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DEPARTMENT OF STATE**

COURSE TITLE			BASIC COURSE FOR FOREIGN SERVICE OFFICERS -127th Class Week 6 of 6		ROOM (unless otherwise indicated) Section I Room 1000, FSI				
COORDINATOR			Richard J. Dols		CHAIRMAN Richard A. Holmes				
PROGRAM ASSISTANT			Anita McGillian		REGISTRAR Martha Holmes				
MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
October 25		October 26		October 27		October 28		October 29	
HOLIDAY		8:45 - 3:00		*** 8:45 - 9:15		9:15 - 12:00		*** 8:45 - 9:15	
		CENTRAL INTELLIGENCE AGENCY PROGRAM (ESO)		Room 1000, FSI 9:15 - 10:30		DEPARTMENT OF DEFENSE (ESO)		Room 1000, FSI 9:15 - 10:15	
		8:00 am:		POLITICAL REPORTING EXERCISE III (ESO)		8:15: DC residents will board chartered bus at C St entrance and proceed to FSI		POLITICAL REPORTING EXERCISE IV (ESO)	
		DC residents will board chartered bus at the G Street entrance and proceed to FSI		Richard J. Dols		8:30: Virginia residents will board chartered bus at Oak St entrance of FSI		Richard J. Dols	
		8:15 am:		10:45 - 11:35		8:30: Both buses will depart from Oak St for Stairwell A-7 under the Pentagon; class will be met and escorted to briefing room 1E 801 (#2).		Room 104, FSI 10:30 - 11:35	
		Virginia residents will board bus at Oak St entrance of FSI		THE ROLE OF THE POLICY PLANNING STAFF (ESO)		12:15: Class boards bus at Stairwell A-7 and returns to FSI.		USE OF AN INTERPRETER	
		8:15 am:		Nicholas A. Veliotis, Deputy Director, Policy Planning Staff		Program arranged by Col. Jerome Eiler, Deputy Director for NSC Affairs & Policy Plans, Office of Asst Secretary of Defense for International Security Affairs.		James C. Bostain Scientific Linguist School of Languages FSI	
		Both buses leave Oak St entrance of FSI for CIA		Room 104, FSI 11:45 - 12:30				11:35 - 12:35	
		Program arranged by		ART OF NEGOTIATION				JUNIOR OFFICERS IN POLITICAL WORK	
		Special Program Officer, C.I.A.		To be announced				Panel discussion	
								To be announced	
LUNCH									
HOLIDAY		CIA Program (continued)		2:00 - 5:30		Room 104, FSI 2:00 - 3:30		Room 1000, FSI 1:30 - 2:30	
		3:00:		NATIONAL SECURITY COUNCIL PROGRAM (ESO)		RELATIONS WITH CONGRESS (ESO)		COURSE EVALUATION AND REVIEW	
		Glass will board bus in front of auditorium at CIA and return to FSI.		Room 308 Old Executive Office Building 17th and Penn Ave NW (Enter from 17th St)		Lawrence Pezzullo Deputy Assistant Secretary for Congressional Relations		Richard J. Dols	
		3:30 - 5:30 Room 1000, FSI		Program arranged by Michael Hornblow Deputy Staff Secretary		3:45 - 5:30		Room 104, FSI 2:45 - 3:45	
		POLITICAL REPORTING EXERCISE II (ESO)		Detailed program to be distributed		PREPARATIONS FOR GOING ABROAD		Meeting with FSI Director, Dean of School of Professional Studies Personnel Counseling Staff and representative of Office of Employment	
		Richard J. Dols				Mrs. Joan Wilson Coordinator, Workshop for Foreign Service Families		4:00 - 5:30	
								COURSE COMPLETION CEREMONY AND RECEPTION	
								Families and friends invited	

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SECTION II

CLASS SCHEDULE

127th Class

Daily Class Schedule

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FOREIGN SERVICE INSTITUTE DEPARTMENT OF STATE

COURSE TITLE				ROOM (unless otherwise indicated)
BASIC OFFICERS' COURSE - 127th Class Week 1 of 6 - Section II				1000, FSI (S.A.-3)
COORDINATOR		CHAIRMAN		
Richard J. Dols		Richard A. Holmes		
PROGRAM ASSISTANT		REGISTRAR		
Anita McGillian		Mrs. Martha Holmes		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><u>Key:</u></p> <p><u>S.A.-3:</u> State Annex #3, Foreign Service Institute</p> <p><u>N.S.:</u> New State - Main Dept of State Bldg 2201 C St., NW Washington DC 20520</p> <p><u>S.A.-15:</u> State Annex 15, 1800 N. Kent St., Arlington, Va.</p> <p><u>ESO:</u> Session open to enrolled students only; spouses are invited to attend all other sessions</p> <p><u>SO:</u> Dept of State students only</p> <p><u>OP:</u> Optional session, all students.</p>			<p>September 23</p> <p>Room 1000, FSI (SA-3) 9:15 - 9:30 WELCOME George S. Springsteen Director, FSI</p> <p>9:30 - 11:15 COURSE INTRODUCTION Richard J. Dols, Course Coordinator Richard A. Holmes, Course Chairman Anita McGillian, Program Assistant</p> <p>11:30 - 12:15 FOREIGN LANGUAGE POLICIES AND TESTING PROCEDURES Ms. Dorothy Rauscher, Head, Research and Testing Unit, School of Language Studies, FSI</p> <p>12:15 - 1:30 Junior Officer Lounge Bag Lunch with FSI staff, personnel counselors and junior officers</p>	<p>September 24</p> <p>*** 8:45 - 9:15</p> <p>Room 1005 9:15 - 9:45</p> <p>HEALTH AND LIFE INSURANCE PROGRAMS Lorraine Anderson Health Benefits and Insurance Officer</p> <p>9:45 - 10:15</p> <p>TAXATION PROBLEMS OF FOREIGN SERVICE PERSONNEL</p> <p>William G. Goffe International Economist Office of Trade Agreements Bureau of Economic and Business Affairs</p> <p>Room 1000 10:30 - 11:30</p> <p>MODERN LANGUAGE APTITUDE TEST Mrs. Mildred Bush Research and Testing Unit, School of Languages, FSI</p>
LUNCH				
<p><u>OP/FAS:</u> Optional session, Foreign Agricultural Service Students.</p> <p>***: Indicates class periods to be used for assigned reading, administrative requirements, committee meetings, etc.</p>			<p>SA-15, floor auditorium 1:30 - 3:15 ADMINISTRATIVE PROCESSING (SO; ESO) Office of Employment</p> <p>New State: EMPLOYEES' SERVICES CENTER: Briefing, Processing, Tour (SO; ESO)</p> <p>F.S. Lounge Briefing Room 1252 Iden. Photographs, Room 1258 Travel Voucher Assist. Room 1059E Cashier, Room 1258 Housing, Room 1242 Transportation, Rooms 1241, 43, 44</p>	<p>Room 1912 - New State 1:00 - 3:00 TRAVEL ADVANCES AND PER DIEM ALLOWANCES: Briefing and Workshop Linda Wicker Fiscal Specialist Voucher Examination Branch</p> <p>II. EMPLOYMENT ORIENTATION PHASE</p> <p>3:20 - 5:30 THE FOREIGN SERVICE PERSONNEL SYSTEM (OP/FAS) Mr. Richard Dols Mr. Richard Holmes</p> <p>Sunday, September 26, 2:00 p.m. - Picnic - Montrose Park R Street at Avon Place Georgetown</p>

Daily Class Schedule

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FOREIGN SERVICE INSTITUTE
DEPARTMENT OF STATE

COURSE TITLE				ROOM (unless otherwise indicated)
BASIC COURSE FOR FOREIGN SERVICE OFFICERS - 127th Class Week 2 of 6				(Section II) Room 1000, FSI
COORDINATOR		CHAIRMAN		
Richard J. Dols		Richard A. Holmes		
PROGRAM ASSISTANT		REGISTRAR		
Anita McGillian		Martha Holmes		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
September 27	September 28	September 29	September 30	October 1
*** 8:45 - 9:15	*** 8:45 - 9:15	*** 8:45 - 9:15	PUBLIC AFFAIRS SEGMENT	Room 1912 - New State
Room 1000, FSI 9:15 - 10:15	Room 1000, FSI 9:15 - 10:15	Room 1000, FSI 9:15 - 12:15	9:00 - 5:30 Room 1100 - USIA 1776 Penn Ave NW (corner of 18th and Penn)	9:00 - 12:30
PERSONNEL POLICY: COUNSELING AND ASSIGNMENTS (SO)	EMPLOYEE-MANAGEMENT RELATIONS (SO)	MEDICAL AND HEALTH PROGRAMS (OP)	PUBLIC AFFAIRS: THE ROLE OF THE U.S. INFORMATION AGENCY (ESO)	TERRORISM: HOSTAGE SURVIVAL (ESO)
Beauveau Nalle Chief, Junior Officer Counseling Branch, Foreign Service Career Development and Assignments	Allen Silverman Employee-Management Relations Officer	9:15 - 10:15: "Staying Healthy Overseas" Dr. Robert Koop Asst Medical Director for Domestic Programs	Program arranged by USIA members of the 127th class in coordination with Jeffrey H. Lite, Program Coordinator, and Mary Lou Edmondson, Program Officer, Office of Foreign Service Training, USIA	Dr. Steven R. Pieczenik, Deputy Assistant Secretary for Management
10:30 - 12:00	10:30 - 11:30	10:15 - 11:15:	(For bus information call Metro: 637-2437)	
PERFORMANCE EVALUATION, PROMOTION AND THE SELECTION-OUT SYSTEM (SO)	Mrs. Dorothy Stansbury Training Officer Equal Employment Opportunity, School of Professional Studies, FSI	Dr. Herbert Haynes, Special Assistant for Adolescent Psychiatry, Mental Health and Drug Abuse		
Alfred Haynes, Deputy Director, Office of Performance Evaluation	11:40 - 12:20 THE SECRETARY'S OPEN FORUM Neil Boyer, Chairman	11:15 - 12:15: Alcoholic Abuse Program Dr. F. Benedict Lanahan Director, Health Units		
LUNCH				
1:00 - 2:00	1:45 - 2:35	1:15 - 3:00	USIA PROGRAM (continued)	Room 1912 - New State
GROUP MEETINGS WITH CAREER COUNSELORS (SO)	EXECUTIVE AND PROFESSIONAL PLACEMENT SERVICES (SO)	SOME TERMS OF YOUR EMPLOYMENT: Compensation, Allowances, Benefits (SO)		1:30 - 5:30
Consular - Judith Schmidt - Room 1000	Patrick T. O'Connor, Assistant Director, Executive and Professional Placement Services Division	Diane LeZotte Personnel Officer	WELCOME TO THE USIA STUDENTS WHO JOIN THE CLASS TODAY!	SECURITY PROGRAMS AND EMERGENCY AND EVACUATION PROCEDURES (ESO)
Political-E/C- Tom Macklin - Room 303	2:45 - 3:35	3:15 - 4:30		Program arranged by Vernon E. Bishop, Chief, Education and Training Staff, Office of Security
2:00 - Room 1007	TRAVEL AND TRANSFER PROCEDURES	PREPARATION FOR SEMINAR PRESENTATIONS		Detailed Schedule and required reading material to be distributed at session.
WELCOME TO SPOUSES Workshop for Foreign Service Families Foreign Service Women's Association	Warren Nixon Transportation Specialist, Office of Transportation	Richard A. Holmes		
2:00 - 3:00 - Rm 1000	Take 3:45 shuttle to New State	4:45 - 5:30		
JUNIOR FOREIGN SERVICE OFFICERS' CLUB (JFSOC)	4:00 - 5:30	REVIEW AND FEEDBACK SESSION		
Joseph McBride, Pres.	Foreign Service Club 2101 E St (opposite Main State Building)	Richard J. Dols Richard A. Holmes		
4:00 - 5:30	AMERICAN FOREIGN SERVICE ASSOCIATION (AFSA)			
Franklin Room - 8th floor, New State	John Hemenway, President			
Swearing-in Ceremony Take elevators at West side of C Street Join by after 5:30 p.m.				

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Daily Class Schedule

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FOREIGN SERVICE INSTITUTE
DEPARTMENT OF STATE

COURSE TITLE		Week 3		ROOM (unless otherwise indicated)
BASIC COURSE FOR FOREIGN SERVICE OFFICERS - 127th Class		of 6		Section II - Room 104, FSI
COORDINATOR		CHAIRMAN		
Richard J. Dols		Richard A. Holmes		
PROGRAM ASSISTANT		REGISTRAR		
Anita McGillian		Martha Holmes		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
October 4	October 5	October 6	October 7	October 8
*** 8:45 - 9:15	9:00 - 12:00	MANAGEMENT SEGMENT		
Room 104, FSI 9:15 - 12:15	DEPARTMENTAL VISITS (ESO)	10:00 a.m.:		
SECURITY PROGRAMS AND EMERGENCY AND EVACUATION PROCEDURES (ESO) (continued)	See bulletin board for individually arranged appointments	Depart for Hilltop House Hotel, Harpers Ferry, West Virginia		
Program arranged by Vernon E. Bishop, Chief, Education and Training Staff, Office of Security		12:30 p.m.:		
		Lunch at Hilltop House Hotel		
		OFF-SITE MANAGEMENT TRAINING PROGRAM (ESO)		
		Detailed program to be distributed at Harpers Ferry.		
		Driving instructions and other information will be distributed on October 4.		
LUNCH				
III Substantive Orientation Phase	Room 104, FSI	2:00 - 5:00	2:00 - 5:00	2:00 - 5:00
Interfunctional Segment	2:00 - 5:30			
Room 1009, FSI 1:15 - 2:30	CROSS-CULTURAL COMMUNICATION			
DIPLOMATIC SOCIAL USAGE AND REPRESENTATIONAL ENTERTAINING	James C. Bostain Scientific Linguist School of Language Studies, FSI			
Barbara Hoganson, Asst. Coordinator, Workshop for Foreign Service Families		7:30 - 9:00		
Room 104, FSI 2:45 - 4:00		Evening Session on Cross-Cultural Communications		
ORGANIZATION OF THE DEPARTMENT OF STATE: THE COUNTRY DIRECTOR SYSTEM				
Dr. William I. Bacchus Consultant to the Director General				
Room 1005, FSI 4:15 - 5:30				
THE U.S. MISSION ABROAD Richard A. Holmes				

Daily Class Schedule

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 FOREIGN SERVICE INSTITUTE
 DEPARTMENT OF STATE

COURSE TITLE			ROOM (unless otherwise indicated)	
BASIC COURSE FOR FOREIGN SERVICE OFFICERS - 127th Class Week 4 of 6			Section II Room 104, FSI	
COORDINATOR			CHAIRMAN	
Richard J. Dols			Richard A. Holmes	
PROGRAM ASSISTANT			REGISTRAR	
Anita McGillian			Martha Holmes	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
October 11	October 12	October 13	October 14	October 15
HOLIDAY	*** 8:45 - 9:15 Room 104, FSI	Room 1912 - New State 9:15 - 10:00 ORIENTATION TO THE DEPT OF STATE LIBRARY Conrad Eaton, Librarian (After briefing, group will tour the library and then return to Room 1912)	ADMINISTRATIVE SEGMENT	CONSULAR AFFAIRS SEGMENT
	9:15 - 1:00 THE LAW AND FOREIGN AFFAIRS (ESO) Program arranged by John Boyd, Attorney Adviser Office of the Legal Adviser	10:15 - 12:15 THE FOREIGN AFFAIRS DOCUMENT AND REFERENCE CENTER: Briefing and Tour (ESO) William A. Parks, Chief, Document Analysis and Processing Division	*** 8:45 - 9:15 Room 104, FSI 9:15 - 10:00 ADMINISTRATION IN THE DEPARTMENT OF STATE John M. Thomas Assistant Secretary for Administration 10:00 - 10:30 Room 1007 - Lounge Coffee with Mr. Thomas and other administrative officers 11:00 - 12:15 THE ROLE OF THE EXECU- TIVE DIRECTOR'S OFFICE Gregory Kryza, Executive Director, Bureau of African Affairs; and Robert Green, Mary Ryan, Patrick Kennedy	*** 8:45 - 9:15 Room 104, FSI 9:15 - 12:15 CONSULAR AFFAIRS PROGRAM Arranged by John D. Coffman Coordinator, Consular Training
	1:05 pm: Pose for class picture in front FSI court- yard.			12:15: PRUSS BRIEFING: Designated students only. Follow same instructions for Oct. 13.
LUNCH				
HOLIDAY	2:00 - 5:00 PLANNING EXERCISE: CODEX (ESO) See bulletin board for group assignments Group A: Room 204: Report to James Romano, Coordinator Executive Development, FSI Group B: Room 302 Conducted by: James Goke, Executive Assistant, FSI 4:45 - 5:30 Room 1000, FSI REVIEW AND FEEDBACK SESSION Richard J. Dols	Room 7516 - New State 2:30 - 3:30 POLICY COORDINATION AND THE EXECUTIVE SECRETARIAT (ESO) Frank V. Ortiz Deputy Executive Secretary 3:30 - 4:30 BRIEFING AND TOUR OF THE OPERATIONS CENTER (ESO) Arthur P. Shankle, Jr. Director, Operations Center	Room 1005, FSI 1:45 - 3:00 ADMINISTRATION OF POSTS ABROAD Earl A. Kessler, II Chairman Administrative Opera- tions and Foreign Service Orientation Courses 3:15 - 4:00 JUNIOR OFFICERS IN ADMINISTRATIVE WORK Panel Discussion (to be announced) 4:00 - 5:30 Preparation for Seminar Presentations	1:30 - 4:30 Room 1000 PLANNING EXERCISE: DISASTER PLANNING (ESO) See bulletin board for group assignments Robert Tsukavama Chairman, Consular Training, FSI Groups A and B will report to Room 100 at 2:00 pm for a gen- eral briefing (Group B will then report to Room 100) 4:45 - 5:30 Room 1005 REVIEW AND FEEDBACK SESSION Richard A. Holmes

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FOREIGN SERVICE INSTITUTE
DEPARTMENT OF STATE

COURSE TITLE			ROOM (unless otherwise indicated)	
BASIC COURSE FOR FOREIGN SERVICE OFFICERS-127th Class Week 5 of 6			Section II - Room 1000, FSI	
COORDINATOR		CHAIRMAN		
Richard J. Dols		Richard A. Holmes		
PROGRAM ASSISTANT		REGISTRAR		
Anita McGillian		Martha Holmes		
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
October 18	October 19	October 20	October 21	October 22
*** 8:45 - 9:15	ECONOMIC/COMMERCIAL SEGMENT	9:00 - 12:30	9:00: Turn in economic reporting exercise to Course Chairman.	*** 8:45 - 9:00
Room 1005, FSI 9:15 - 11:15	*** 8:45 - 9:15	DEPARTMENT OF COMMERCE PROGRAM (ESO)	9:00 - 12:10	Room 1005, FSI 9:00 - 10:00
THE EDUCATIONAL AND CULTURAL EXCHANGES PROGRAM OF THE DEPARTMENT OF STATE	Room 1005, FSI 9:15 - 10:00	Room 3817 Department of Commerce Main Building 15th and Constitution Ave NW (Entrance at archway nearest Constitution Ave on 15th St)	DEPARTMENT OF AGRICULTURE PROGRAM (ESO)	THE POLITICAL FUNCTION ABROAD (ESO)
Seminar Presentation	ECONOMIC RESPONSIBILITIES OF THE DEPARTMENT OF STATE	Program arranged by John Perry, Commercial Representation Division, Office of Market Planning Department of Commerce	Room 5066 South Building 14th and Independence Avenue NW (enter at center of Independence Ave at 4th Wing)	Seminar Presentations
11:30 - 12:30	Seminar Presentations	Detailed schedule to be distributed	Program arranged by Alex Bernitz, Deputy Assistant Administrator, Agricultural Attaches, Foreign Agricultural Service	10:15 - 11:20
CULTURE SHOCK	10:15 - 11:15	For bus information call Metro: 632-2437	Detailed schedule to be distributed at USDA	THE POLITICAL FUNCTION IN THE DEPARTMENT: POLITICO-MILITARY AFFAIRS (ESO)
Richard A. Holmes	COMMERCIAL RESPONSIBILITIES OF THE DEPARTMENT OF STATE			Seminar Presentations
Tuesday, Oct 19: 12:15	Seminar Presentations 11:15 - 12:15 Room 104, FSI			11:30 - 1:00
PRESS BRIEFING	FOREIGN SERVICE RELATIONS WITH AMERICAN BUSINESS			POLITICAL REPORTING EXERCISE I (ESO)
Designated students only	Panel arranged by John Perry, Commercial Representation Division, Office of Market Planning, Department of Commerce			Richard A. Holmes
LUNCH				
Room 1005, FSI 2:00 - 3:45	Room 1005, FSI 1:30 - 2:30	2:00 - 5:30	Room 1005, FSI 2:00 - 2:45	2:15 - 5:30
TOOLS OF THE TRADE I	ECONOMIC REPORTING EXERCISE I (ESO)	DEPARTMENT OF TREASURY PROGRAM (ESO)	ECONOMIC REPORTING EXERCISE II (ESO)	DEPARTMENT OF LABOR PROGRAM (ESO)
Seminar Presentations		Room 4121 Main Treasury Building 15th and Pennsylvania Ave NW Enter at 15th Street		Room S 5215 A and B 200 Constitution Ave NW (between First and Third on Constitution) (Enter from Constitution Ave-take 2nd bank of elevators to 5th floor)
Room 104, FSI 4:00 - 5:30	2:45-3:45	Program arranged by Mrs. Edith A. Moss, Research Assistant, Office of the Deputy Assistant Secretary for Administration, Office of the Secretary	Room 104, FSI 3:00 - 4:00	AID-STATE RELATIONS
THE DEPARTMENT OF STATE AND INTERNATIONAL LABOR AFFAIRS	OCEANS AND ENVIRONMENTAL AND SCIENTIFIC AFFAIRS	Detailed schedule to be distributed at Treasury	John P. Mulligan, Economic Officer for Pakistan, Bureau of Near East and South Asian Affairs; and David Levintow, Director, Pakistan/Nepal Affairs, AID	Program arranged by Harold Davey, Foreign Service Coordinator, Bureau of International Labor Affairs, Department of Labor
Thomas Bowie, Deputy Coordinator, International Labor Affairs, Office of the Secretary	Seminar Presentations		Room 1005, FSI 4:15 - 5:30	Detailed program to be distributed at Labor.
	4:00 - 5:30			
	TOOLS OF THE TRADE (II)			
	Seminar Presentations			
			JUNIOR OFFICERS IN ECONOMIC/COMMERCIAL WORK: Panel Discussion To be announced	

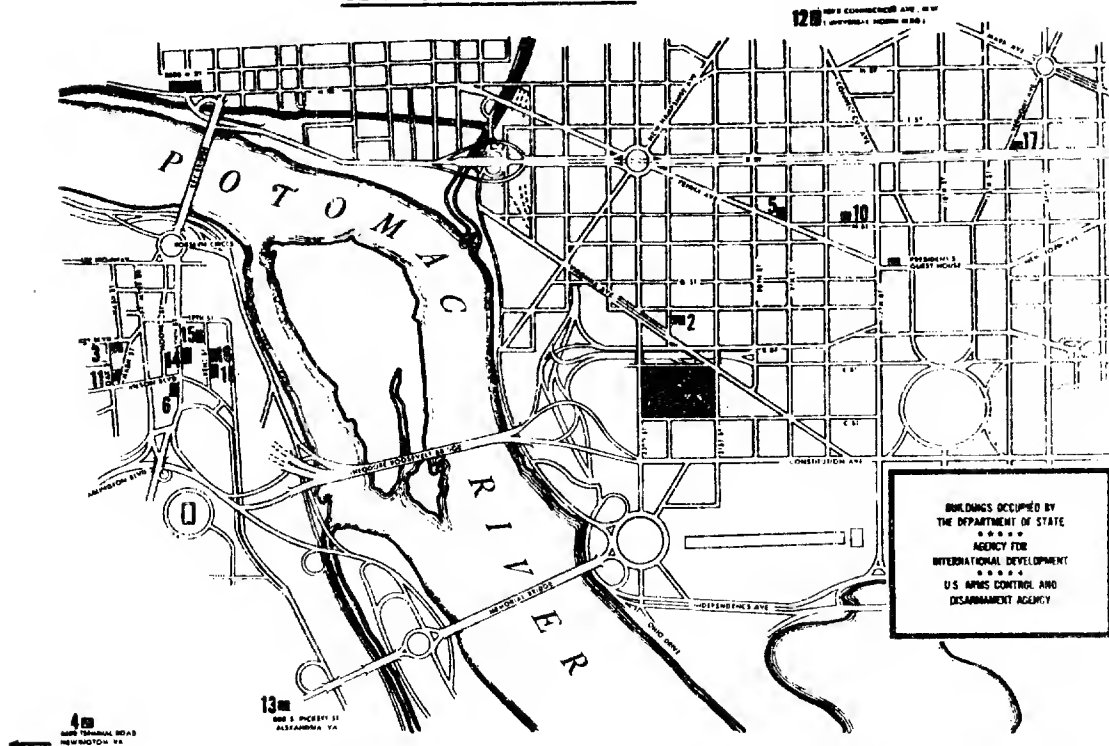
Daily Class Schedule

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FOREIGN SERVICE INSTITUTE
DEPARTMENT OF STATE

COURSE TITLE		BASIC COURSE FOR FOREIGN SERVICE OFFICERS-127th Class Week 6 of 6		ROOM (unless otherwise indicated) Section II Room 1000, FSI	
COORDINATOR		CHAIRMAN		REGISTRAR	
PROGRAM ASSISTANT					
Richard J. Dols		Richard A. Holmes		Martha Holmes	
Anita McGillian					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
October 25	October 26	October 27	October 28	October 29	
	8:45 - 3:00	*** 8:45 - 9:15	9:15 - 12:00	*** 8:45 - 9:15	
	CENTRAL INTELLIGENCE AGENCY PROGRAM (ESO)	Room 1005, FSI 9:15 - 10:30	DEPARTMENT OF DEFENSE (ESO)	Room 1005, FSI 9:15 - 10:15	
	8:00 a.m.: DC residents will board chartered bus at the C Street entrance and proceed to FSI	POLITICAL REPORTING EXERCISE III (ESO) Richard A. Holmes	8:15: DC residents will board chartered bus at C St entrance and proceed to FSI 8:30: Virginia residents will board chartered bus at Oak St entrance of FSI	POLITICAL REPORTING EXERCISE IV (ESO) Richard A. Holmes	
HOLIDAY	8:15 a.m.: Virginia residents will board bus at Oak St entrance of FSI 8:15 a.m.: Both buses leave Oak St entrance of FSI for CIA Program arranged by Special Program Officer, C.I.A.	10:45 - 11:35 THE ROLE OF THE POLICY PLANNING STAFF (ESO) Nicholas A. Veliotis, Deputy Director, Policy Planning Staff	8:30: Both buses will depart from Oak St for Stairwell A-7 under the Pentagon; class will be met and escorted to briefing room 1E 801 (#2). 12:15: Class boards bus at Stairwell A-7 and returns to FSI.	Room 104, FSI 10:30 - 11:35 USE OF AN INTERPRETER James C. Bostain Scientific Linguist School of Languages FSI	
		Room 104, FSI 11:45 - 12:30 ART OF NEGOTIATION To be announced	Program arranged by Col Jerome Eiler, Deputy Director for NSC Affairs & Policy Plans, Office of Asst Secretary of Defense for International Security Affairs	11:35 - 12:35 JUNIOR OFFICERS IN POLITICAL WORK Panel discussion To be announced	
LUNCH					
	CIA Program (continued)	2:00 - 5:30	Room 104, FSI 2:00 - 3:30	Room 1005, FSI 1:30 - 2:30	
	3:00: Class will board bus in front of auditorium at CIA and return to FSI	NATIONAL SECURITY COUNCIL PROGRAM (ESO) Room 308 Old Executive Office Building 17th and Penn Ave NW (Enter from 17th St)	RELATIONS WITH CONGRESS (ESO) Lawrence Pezzullo Deputy Assistant Secretary for Congressional Relations	COURSE EVALUATION AND REVIEW Richard A. Holmes	
HOLIDAY	3:30 - 5:30 Room 1005, FSI POLITICAL REPORTING EXERCISE II (ESO) Richard A. Holmes	Program arranged by Michael Hornblow Deputy Staff Secretary Detailed program to be distributed	3:45 - 5:30 PREPARATIONS FOR GOING ABROAD Mrs. Joan Wilson Coordinator, Workshop for Foreign Service Families	Room 104, FSI 2:45 - 3:45 Meeting with FSI Director, Dean of School of Professional Studies Personnel Counseling Staff and representative of Office of Employment	
				4:00 - 5:00 FAMILIES AND FRIENDS INVITED	

USEFUL INFORMATION



BUS SERVICE BETWEEN MAIN STATE AND ROSSLYN

MAIN STATE TO ROSSLYN FROM 8:45 A.M. to 5:15 P.M.

BUILDINGS:	MINUTES PAST EACH HOUR:
Main State	:45 :00 :15 :30
SA-6	:51 :06 :21 :36
SA-14	:52 :07 :22 :37
SA-18	:53 :08 :23 :38
SA-15	:54 :09 :24 :39
SA-3 (Arrive)	:56 :11 :26 :41

ROSSLYN TO MAIN STATE FROM 8:47 A.M. to 5:17 P.M.

BUILDINGS:	MINUTES PAST EACH HOUR:
SA-3	:47 :02 :17 :32
SA-6	:49 :04 :19 :34
SA-14	:50 :05 :20 :35
SA-18	:51 :06 :21 :36
SA-15	:52 :07 :22 :37
Main State	:00 :15 :30 :45

Special bus service to meet FSI class requirements will be arranged as needed. Early morning class will be serviced by a bus leaving Main State at 7:20 A.M. Students may return to Main State on the 8:47 A.M. bus.

BUS SERVICE BETWEEN MAIN STATE AND UNIVERSAL NORTH (SA-12)

Traffic congestion between Main State and Universal North Buildings necessitates the following adjustment in the scheduled operation of the mini-bus. Effective June 5, 1974, the schedule will be changed to run every 30 minutes as follows:

Main State - North Entrance

The bus will leave at :20 and :50 minutes past each hour. The first bus will leave at 8:50 a.m. and the last bus will leave at 5:20 p.m.

Universal Building (SA-12)

The bus will leave at :00 and :30 minutes past each hour. The first bus will leave at 9:00 a.m. and the last bus will leave at 5:00 p.m.

NOTE: This service is direct between Main State and Universal North and return. No intermediate pickup or discharge of passengers. [Employees who have official business at other locations or need to travel to other annexes (example: Main State to Passport Office (SA-17) and return) should check with their executive or administrative office on the use of a taxi.

Bus Identification

All shuttle buses will display the sign 'CHARTER' in the top window. The sign in the lower right corner of the windshield will determine the direction and destination of each bus as follows: MAIN STATE, ROSSLYN, UNIVERSAL BUILDING.

USDA
SHUTTLE SCHEDULE

Rosslyn - Washington

(Board - Rosslyn Plaza - Building E)

Washington - Rosslyn

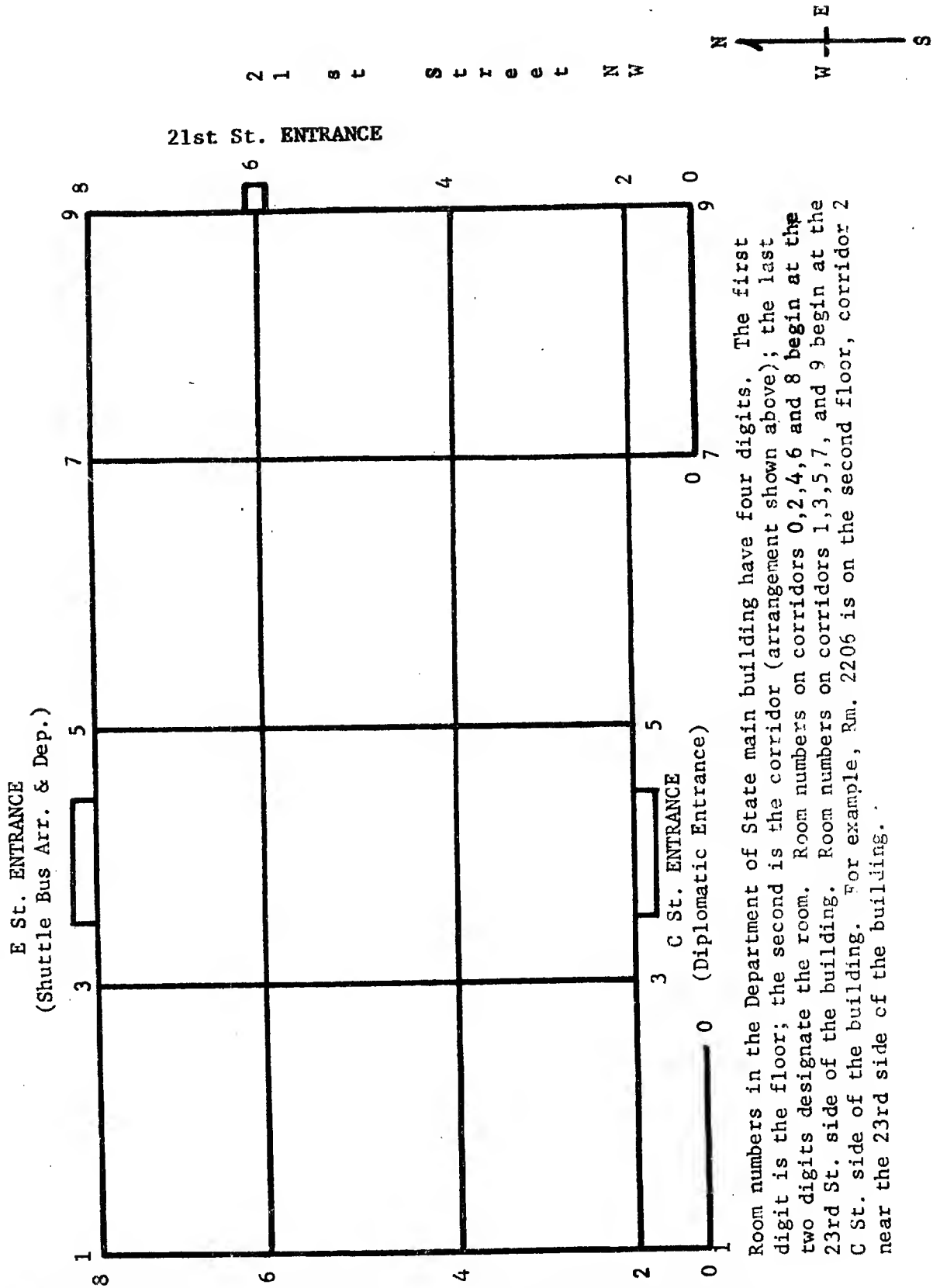
(Board - South Building, 3rd Wing
Entrance - Independence Ave., SW.)

Leave Rosslyn	Arrive - Washington	Leave Washington	Arrive Rosslyn
8:35 a.m.	8:47 a.m.	8:50 a.m.	9:02 a.m.
9:05 a.m.	9:17 a.m.	9:20 a.m.	9:32 a.m.
9:35 a.m.	9:47 a.m.	9:50 a.m.	10:02 a.m.
10:05 a.m.	10:17 a.m.	10:20 a.m.	10:32 a.m.
10:35 a.m.	10:47 a.m.	10:50 a.m.	11:02 a.m.
11:05 a.m.	11:17 a.m.	11:20 a.m.	11:32 a.m.
11:35 a.m.	11:47 a.m.	11:50 a.m.	12:02 p.m.
12:05 p.m.	12:17 p.m.	12:20 p.m.	12:32 p.m.
1:00 p.m.	1:12 p.m.	1:15 p.m.	1:27 p.m.
1:30 p.m.	1:42 p.m.	1:45 p.m.	1:57 p.m.
2:00 p.m.	2:12 p.m.	2:15 p.m.	2:27 p.m.
2:30 p.m.	2:42 p.m.	2:45 p.m.	2:57 p.m.
3:00 p.m.	3:12 p.m.	3:15 p.m.	3:27 p.m.
3:30 p.m.	3:42 p.m.	3:45 p.m.	3:57 p.m.
4:00 p.m.	4:12 p.m.	4:15 p.m.	4:27 p.m.

November 1975

U. S. Department of Agriculture

BASIC DEPARTMENT OF STATE FLOOR PLAN



TELEPHONE INFORMATION

Department Numbers

Telephone numbers at the main Department of State building begin with 632 followed by four digits, e.g., 632-7153. When calling a Department number from within the Department building, dial only the last five digits, e.g., 27153. When calling from outside the Department, dial all seven digits, e.g., 632-7153. In addition, if you are calling a Department number from FSI, dial 9 and then the 7-digit number.

FSI Numbers

Telephone numbers at FSI and the other State Department annex buildings in the Rosslyn area of Arlington begin with 235 followed by four digits, e.g., 235-8796. When calling an FSI number from within the Institute, dial only the last five digits, e.g., 58796. When calling from outside the Institute, dial all seven digits. In addition, if you are calling an Institute number from the Department, dial 9 and then the seven digit number.

Long-Distance Calls

Official long-distance calls must be placed through the Federal Telecommunications System (FTS). See the FSI Junior Officer Program staff for information on how to use the FTS.

Useful Numbers

FSI Junior Officer Program.....	235-8796
FSI Registrar.....	235-8727
Junior Officer Counseling and Assignments....	632-7692
Board of Examiners Secretariat.....	235-9246

Personal Calls

Telephones for student use are provided in Room 1008. Dial 9 before making local calls. Unofficial long distance calls cannot be made from these telephones.

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BIOGRAPHIC SUMMARIES

of the
ONE HUNDRED AND TWENTY-SEVENTH CLASS
BASIC COURSE FOR FOREIGN SERVICE OFFICERS
September 23 - October 29, 1976



SCHOOL OF PROFESSIONAL STUDIES

U.S. DEPARTMENT OF STATE - FOREIGN SERVICE INSTITUTE



NAME: Harold C.M. Baum
Department of State
DATE OF BIRTH:
November 19, 1938
PLACE OF BIRTH:
Lansing, Michigan
EDUCATION:
Univ. of Chicago, Mich. State Univ., 1956-60, B.A.,
American History
Kenyon College, 1960-63, B.D. Theol. & Social Ethics
State Univ. of N.Y. at Albany, 1968-73, M.A.,
History
Doctoral Candidate 1972 - Specialization in Urban
History and Early Welfare Efforts in American Cities
WORK EXPERIENCE:
Asst. Clergyman at Grace Church, Utica, 1963-65
Asst. Clergyman at St. Peters, Albany, 1965-72
Canon at All Saints Cathedral and Chaplain at the
State University of New York at Albany, 1972-76
STATE OF LEGAL RESIDENCE:
New York
SPOUSE:
Jean
DEPENDENTS:
Jason -- age 6



NAME: Linda A. Baumann
Department of State
DATE OF BIRTH:
November 7, 1951
PLACE OF BIRTH:
New York, New York
EDUCATION:
Brown University, 1969-72, B.A., Political Science
and Russian Studies
Columbia University Law School, 1972-75, J.D.,
International Law
WORK EXPERIENCE:
HEW (Office of the General Counsel/Public Health
Division) 1975-76 - Attorney Advisor
OVERSEAS EXPERIENCE:
England, France, Germany, Austria, Norway, Sweden,
Denmark, Switzerland, Italy - tourist, 1969
Russia, Poland, Yugoslavia, Switzerland, Holland -
tourist, 1975
STATE OF LEGAL RESIDENCE:
Washington, D. C.
SPOUSE:
Robert S. Faron
LOCAL ADDRESS:
4600 Connecticut Avenue, N. W.
Apt. 208
Washington, D. C. 20008
202-363-1617



NAME: Richard W. Behrend
Department of State
DATE OF BIRTH:
August 11, 1954
PLACE OF BIRTH:
Philadelphia, Pennsylvania
EDUCATION:
Princeton University, 1972-76, A.B.; Woodrow
Wilson School of Public & International Affairs
London School of Economics and Political Science,
1974-75; (Junior Year Abroad with Credit from Princeton)
OVERSEAS EXPERIENCE:
United Kingdom, 1974-75, student
Spain, 1974 - tourist
France, Austria, Switzerland, Italy, 1975 - tourist
Poland, 1976 - tourist (guest of "Almatur", The Polish
Students' Travel Association)
STATE OF LEGAL RESIDENCE:
Pennsylvania



NAME: Brian J. Blood
Department of State
DATE OF BIRTH: May 11, 1948
PLACE OF BIRTH: Seoul, Korea
EDUCATION:
Gettysburg College, 1966-70, B.A., Political Science
& History
Georgetown University, 1973-75, MSFS, Economics
WORK EXPERIENCE:
U.S. Army, 1st Lt., Recruiting Officer in Los Angeles,
CA from Feb 71 to Feb 73
The Security Reinsurance Corp. Ltd., of Hamilton,
Bermuda. Underwriter from July 1975 to September 1976
Various summer jobs since the summer of 1966
MILITARY EXPERIENCE:
U.S. Army Infantry, 1st Lt.
Recruiting Officer in Los Angeles, California
OVERSEAS EXPERIENCE:
1952-62 - Lived in Buenos Aires, Argentina where my
father was working for the World Health Organization.
Visits throughout most of Latin America
Summer of 1965 - Orthez, France and parts of Germany
as tourist
Christmas 1970, 71, and 73 - Geneva, Switzerland, visiting
parents and tourism
February 1976 - Zermatt, Switzerland - tourist and skiing
STATE OF LEGAL RESIDENCE:
Virginia
SPOUSE: Patricia
LOCAL ADDRESS: 1210 Potomac School Road
McLean, Virginia 22101
703-821-2987



NAME: Lawrence W. Coor
Department of State
DATE OF BIRTH: November 16, 1932
PLACE OF BIRTH: Phoenix, Arizona
EDUCATION:
Deree Pierce College, Athens, Greece, B.S., Business Administration
Ball State University, European Division Counseling, Graduate Work
LaVerne College, Athens Residence Center, History, Graduate Work
WORK EXPERIENCE:
U.S. Navy, Naval Aviator (Retired) 1953-73
U.S. Navy, Civil Service, 1974-76
Education & Training Officer
Naval Communications Station
NEA Makri, Greece
MILITARY EXPERIENCE:
U.S. Navy, 1953-73 Lieutenant Commander (Retired)
Japan, Philippines, Italy, Greece, Vietnam, England, Northern Ireland
OVERSEAS EXPERIENCE:
Greece, 1973-76
Student 1973-74
Civil Service Education & Training Officer 1974-76
Naval Communications Station NEA Makri, Greece
STATE OF LEGAL RESIDENCE:
Arizona
Spouse: Joan Coor
Dependents: Mark, age 20; Kristen, age 18; Mary, age 16



NAME: Matthew P. Daley
Department of State
DATE OF BIRTH:
November 1, 1943
PLACE OF BIRTH:
Niagara Falls, New York
EDUCATION:
Tulane University, 1961-66, B.A., M.A., Political Science
University of Paris, 1963-64, History
University of Wisconsin, 1966-67, Political Science
WORK EXPERIENCE:
U.S. Secret Service, 1971-76, Special Agent
MILITARY EXPERIENCE:
U.S. Army, 1968-70 - 1st Lt.
OVERSEAS EXPERIENCE:
France, 1963-64 - student
USSR, 1973, 1974, 1975 - TDY Assignments
STATE OF LEGAL RESIDENCE:
Washington, D. C.
DEPENDENTS:
Shannon E. Daley, age 6
LOCAL ADDRESS:
2401 Calvert Street, N. W.
Apt. 216
Washington, D. C. 20008
202-265-0892



NAME: Sandra A. Dembski
Department of State
DATE OF BIRTH:
October 12, 1951
PLACE OF BIRTH:
Frankfurt, Germany
EDUCATION:
Swarthmore College, 1971-73, Political Science
Yale Law School, 1973-76, Law
STATE OF LEGAL RESIDENCE:
Connecticut
LOCAL ADDRESS:
10533 McArthur Blvd.
Potomac, Maryland 20854
299-6783



NAME: Domenick R. DiPasquale
United States Information Agency
DATE OF BIRTH:
April 11, 1953
PLACE OF BIRTH:
Yonkers, New York
EDUCATION:
Fordham University, 1971-75, B.A., Communications
WORK EXPERIENCE:
News Assistant, WNEW TV News, 1975
Reporter, Eastside Courier, 1975-76
OVERSEAS EXPERIENCE:
Netherlands, West Germany, East Germany, Czechoslovakia,
Austria, 1970 - student
Netherlands, West Germany, Denmark, Norway, Austria,
Switzerland - tourist
STATE OF LEGAL RESIDENCE:
New York
LOCAL ADDRESS:
2501 Q Street, N. W.
Apt. 321
Washington, D. C.



NAME: Joseph R. Donovan, Jr.

Department of State

DATE OF BIRTH:

June 29, 1951

PLACE OF BIRTH:

Goshen, New York

EDUCATION:

Georgetown University, School of Foreign Service, B.S.F.S
1969-73, International Affairs, East Asian Studies,
Developmental Economics

WORK EXPERIENCE:

Peace Corps Volunteer, Republic of Korea, 1973-75,
University instructor: Kyonggi Univ., Dept. of
Tourism; Ducksong Womens College, Dept. Eng. Lit
Research Asst.; The Korean Institute of International
Studies

OVERSEAS EXPERIENCE:

Korea, 1973-75, PCV
Hong Kong, Thailand, Malaysia, Philippines, Taiwan,
1974 - tourist
Japan, 1975 - tourist

STATE OF LEGAL RESIDENCE:

New York

LOCAL ADDRESS:

1011 Arlington Blvd.
Apt. 502, Washington Bldg.
Arlington, Virginia 22209
703-527-8771



NAME: Louis P. Falino, Jr.
United States Information Agency
DATE OF BIRTH:
January 18, 1943
PLACE OF BIRTH:
Philadelphia, Pennsylvania
EDUCATION:
St. Joseph's College, 1960-64, B.S., Latin American
Studies and Government
St. Louis University, 1964-69, M.A., Spanish, Ph.D.,
Spanish and Latin American Studies
WORK EXPERIENCE:
Assistant Professor of Spanish and Portuguese, Temple
University, 1969-1976
OVERSEAS EXPERIENCE:
Chile, 1963 - student
Peru, Argentina, Brazil, 1963 - tourist
Chile, 1970 - research

STATE OF LEGAL RESIDENCE:
Pennsylvania
SPOUSE:
Myriam Falino
DEPENDENTS:
Louis P. Falino, III - age 10
Francis J. Falino - age 5



NAME: Robert S. Faron
Department of State
DATE OF BIRTH:
January 10, 1947
PLACE OF BIRTH:
New York, New York
EDUCATION:
Princeton University, 1964-68, B.S.E., Basic Engineering
Columbia University, 1972-75, J.D., International Law
WORK EXPERIENCE:
IBM, Systems Engineer, 1968-69 - Management Trainee
U.S. Air Force, Capt., 1969-1972 - Maintenance Officer
U.S. Dept. of Commerce, Maritime Administration
Attorney, 1975-76
MILITARY EXPERIENCE:
U.S. Air Force, Captain
Liaison Office to Canada
OVERSEAS EXPERIENCE:
Morocco - resident - 1956-1959
Italy, France, Bermuda, Canada, USSR, Poland, Yugoslavia,
Switzerland, Holland - tourist
STATE OF LEGAL RESIDENCE:
Washington, D. C.
SPOUSE:
Linda A. Baumann
LOCAL ADDRESS:
4600 Connecticut Avenue, N. W.
Apt. 208
Washington, D. C. 20008
202-363-1617



NAME: Charles L. Greenwood, Jr.
Department of State

DATE OF BIRTH:
May 25, 1952

PLACE OF BIRTH:
Jacksonville, Florida

EDUCATION:
Eckerd College, 1970-74, B.A., East Asian Studies
Kansai University of Foreign Studies, Japan, 1973,
Japanese Language
Fletcher School of Law and Diplomacy, 1974-76, M.A.,
M.A.L.D., International Economics, Business Law,
East Asian Studies

WORK EXPERIENCE:
Admin Assistant to Head of Personnel Training, Tufts
University, 1975-76
Teacher Assistant, Chinese Department, Eckerd College,
1971-73

OVERSEAS EXPERIENCE:
France, 1972 - student
Japan, 1973 - student
Taiwan, 1973 - tourist

STATE OF LEGAL RESIDENCE:
Florida

LOCAL ADDRESS:
105 - 6th Street, S. E.
Apt. 203
Washington, D. C. 20003
202-544-2892



NAME: Dennis K. Hays
Department of State
DATE OF BIRTH:
June 1, 1953
PLACE OF BIRTH:
Oakland, California
EDUCATION:
University of Florida, 1971-75, American Studies
B.A.
Florida State London Program, June-December 1974, English
WORK EXPERIENCE:
Page, U.S. House of Representatives, 1970-71
Staff, Congressman Charles E. Bennett, 1975-76
OVERSEAS EXPERIENCE:
England, 1974 - student
Japan, 1967-68 - dependent
STATE OF LEGAL RESIDENCE:
Virginia
LOCAL ADDRESS:
Quarters DD
Anacostia Naval Station
Washington, D. C. 20374
202-889-7265



NAME: Patrick D. Husar
Department of State
DATE OF BIRTH:
February 17, 1953
PLACE OF BIRTH:
Lorain, Ohio
EDUCATION:
Lorain County Community College, 1971-73, A.A.,
General Studies
University of Kentucky, 1973-75, B.A., History
U.K. Grad School, 1975-76, History, Business
Eastern Kentucky University, summer 1976, Political Science
WORK EXPERIENCE:
Teaching Assistant, UK History Department, 1975-76
STATE OF LEGAL RESIDENCE:
Ohio



NAME: Stephanie Smith Kinney
Department of State

DATE OF BIRTH:
June 24, 1944

PLACE OF BIRTH:
Orlando, Florida

EDUCATION:
Vassar College, 1962-66, B.A., Spanish/History
University of Madrid (Spain), 1964-65, titulo de
estudios hispanicos
Harvard University, 1966-67, MAT - education

WORK EXPERIENCE:
1967-1968 - Spanish teacher - Waltham High School, Waltham, Mass.
1968-1971 - Spanish teacher and department chairman,
lecturer in American history, Commonwealth School, Boston, Mass.
1973-74 - History teacher, Colegio Americano, Mexico City
1975-76 - Coordinator, Career Development Workshop, FSI
Family Workshop

OVERSEAS EXPERIENCE:
Spain, 1964-65, summer of 1967, 68, 69 - student, tourist
France, Germany, Austria, Denmark, 1964 - tourist
Mexico, 1962, 1972-74 - student, wife of FSO

STATE OF LEGAL RESIDENCE:
Florida

SPOUSE:
Douglas

DEPENDENTS: Mercier Carroll Kinney, age 14 months

LOCAL ADDRESS:
3319 Ardley Court
Falls Church, Virginia 22041
703-379-1140



NAME: Robert S. Lapiner
United States Information Agency

DATE OF BIRTH:
June 23, 1947

PLACE OF BIRTH:
Los Angeles, California

EDUCATION:
Columbia University, 1965-66
U.C.L.A., 1964-65, 1967-69, B.A., English Literature,
History, Government
Harvard University, 1969-75, M.A., Ph.D., English and
American Literature and Language

WORK EXPERIENCE:
Script Consultant, Metromedia Producers' Associations, 1970
Teaching Fellow in English and American Literature and
Expository Writing, and Resident Tutor in English, Harvard
University, 1971-75
Head Librarian, Kirkland House, Harvard University, 1972-74
Admissions Officer, Radcliffe College of Harvard University,
1974-75
Visiting Assistant Professor of English, Division of
Humanities, Rose-Hulman Institute of Technology, 1975-76

OVERSEAS EXPERIENCE:
Great Britain, France, Italy, Czechoslovakia, Switzerland,
1968- tourist
France, Belgium, West Germany, Great Britain, 1969 - student
Great Britain, Greece, 1972 - student
Great Britain, 1973 - student

STATE OF LEGAL RESIDENCE:
California



NAME: Katherine I. Lee
United States Information Agency
DATE OF BIRTH:
July 4, 1942
PLACE OF BIRTH:
Lexington, Kentucky
EDUCATION:
Colby College, 1960-61
Scandinavian International Institute, 1961
Fisk University, 1963, B.A., German and Spanish
University of Munich, 1963-64
Stanford University, 1966, M.A.
University of Hamburg, 1966-68
Stanford University, 1971, Ph.D., German Literature
WORK EXPERIENCE:
Instructor of German, Miami University, Ohio, 1968-70
Assistant Professor of German, Ohio State University, 1970-76
OVERSEAS EXPERIENCE:
Denmark, Norway, Sweden, 1961 - student
Germany, 1963-64, 1966, 1967-68 - student
Germany, 1973 - post-graduate researcher
Spain, Austria, France, 1964 - tourist
Belgium, Germany, Austria, 1976 - tourist
STATE OF LEGAL RESIDENCE:
Alabama



NAME: Eugenie A. Lucas
United States Information Agency
DATE OF BIRTH:
April 13, 1950
PLACE OF BIRTH:
Washington, D. C.
EDUCATION:
Syracuse University, 1968-69
Howard University, 1969-72, B.A., Political Science/History
Chapman College, 1970
Columbia University, 1972-75, M.I.A., International Affairs
WORK EXPERIENCE:
Intern, United Nations Association, 1973
Reservation Sales Agent, Trans World Airlines, 1973-74
Volunteer Work, African Bibliographic Center, 1975
Program Assistant, Department of Human Resources, D.C.
Government - 1975
OVERSEAS EXPERIENCE:
Japan, Hong Kong, Thailand, Ceylon, India, Kenya, Tanzania,
South Africa, Senegal, Morocco, Spain, Portugal - Chapman
College World Campus Afloat
STATE OF LEGAL RESIDENCE:
Washington, D. C.
LOCAL ADDRESS:
2013A 38th Street, S.E.
Washington, D. C. 20020
202-582-3696



NAME: Gary B. MacDonald
United States Information Agency
DATE OF BIRTH:
April 17, 1950
PLACE OF BIRTH:
Spokane, Washington
EDUCATION:
Fairhaven College, 1973, B.A., English
WORK EXPERIENCE:
Editor, Harper and Row Publishers, Inc., 1971-73
Production Manager, SeaGraphics, 1975-76
Editorial Consultant, Self-Employed, 1976
OVERSEAS EXPERIENCE:
Japan, 1974-75 - tourist
U.S.S.R., 1975 - tourist
France, 1975 - resident, tourist
STATE OF LEGAL RESIDENCE:
Washington
SPOUSE:
Joy Fukumoto



NAME: Mary Jane McKinven
United States Information Agency
DATE OF BIRTH:
Decembet 12, 1950
PLACE OF BIRTH:
Cleveland, Ohio
EDUCATION:
Cornell University, 1972, B.A., English Literature
Harvard University, 1972
WORK EXPERIENCE:
Editorial Assistant, MIT Press, 1972-73
Publicist, Harvard University Press, 1973-74
Assistant Editor, American Libraries, 1974-76
OVERSEAS EXPERIENCE:
England, 1974 - tourist
England, France, Italy, 1976 - tourist
STATE OF LEGAL RESIDENCE:
Illinois



NAME: Steven R. Mann
Department of State
DATE OF BIRTH:
May 30, 1951
PLACE OF BIRTH:
Philadelphia, Pennsylvania
EDUCATION:
Oberlin College, 1969-71, 1972-73, A.B., Honors,
German
Universitat Freiburg, West Germany, 1971-72, German
Literature
Cornell University, 1973-74, M.A., German Literature
WORK EXPERIENCE:
Security Officer, John Wanamaker Department Store,
Philadelphia, Pennsylvania, 1974-76
OVERSEAS EXPERIENCE:
West Germany, 1971-72 - student
East Germany, 1971-72 - tourist
Switzerland, Austria, Italy, France, Yugoslavia,
Greece, Turkey, Bulgaria - tourist
STATE OF LEGAL RESIDENCE:
Pennsylvania
LOCAL ADDRESS:
1511 - 22nd Street, N. W.
Apt. 103
Washington, D. C. 20037
202-223-1455



NAME: Sharon K. Mercurio
Department of State
DATE OF BIRTH:
November 15, 1941
PLACE OF BIRTH:
Edgerton, Wisconsin
EDUCATION:
Beloit College, 1959-61, History
University of Grenoble - France, 1961-62, French studies
University of Wisconsin, 1962-63, Political Science,
OVERSEAS EXPERIENCE:
France, 1961-62 - student
Italy, 1965-66 - Resident during husband's appointment
Egypt, 1966-67 - Resident during husband's appointment
Colombia, 1968-70 - Resident during husband's appointment
Uganda, 1970-72 - Resident during husband's appointment
STATE OF LEGAL RESIDENCE:
Virginia
SPOUSE: Michael Mercurio
DEPENDENTS: Marissa, age 10; Marc, age 9; Cristina, age 8
LOCAL ADDRESS:
8608 Norfolk Avenue
Annandale, Virginia 22003
703-978-3727



NAME: James B. Miller
Department of State
DATE OF BIRTH:
July 20, 1946
PLACE OF BIRTH:
Salt Lake City, Utah
EDUCATION:
University of Utah, 1968-70, B.A., Pol. Sc. (International
Relations, Asian Studies)
Defense Language Institute, Mandarin Chinese, 1971
University of Utah, MBA, 1973-76, Business Administration
WORK EXPERIENCE:
Missionary, Church of Jesus Christ of Latter-Day
Saints, Korea, 1965-68
MILITARY EXPERIENCE:
U.S. Army, 1970-73, Sp. 4, Okinawa, Japan
OVERSEAS EXPERIENCE:
Korea, 1965-68 - missionary
Okinawa, Japan, 1972-73 - U.S. Army
Japan, 1975 - student/tourist
STATE OF LEGAL RESIDENCE:
Utah
LOCAL ADDRESS:
2601 Glebe Road
Arlington, Virginia 22206
920-6666 (office)



NAME: Rosil A. Nesberg
Department of State
DATE OF BIRTH:
July 17, 1943
PLACE OF BIRTH:
Traverse City, Michigan
EDUCATION:
So. Oregon College, 1967-71, B.A., Pol. Sci./Eng.
Washington State University, 1971-72, Eng/Am. Lit.
Portland State University, 1972, Education
WORK EXPERIENCE:
Instructor College Writing, Washington State
University, 1971-72
Teacher, Head Start Program, Portland, Oregon,
1972
Kennel Manager, Little Bear Farms, 1972-74
Department of State, FADRC/DA - Technical
Information Specialist, 1974-75
Department of State, FADRC/DR - Privacy Act Officer,
1975-Present
MILITARY EXPERIENCE:
U.S.M.C., 1961-67
OVERSEAS EXPERIENCE:
Okinawa, 1962-63; Cambodia, 1964-65; Saigon, 1965-Aug. 65;
Manila, 1965-66 - Marine Security Guard with Dept. of
State



NAME: Charles David Noziglia
United States Information Agency
DATE OF BIRTH:
March 4, 1952
PLACE OF BIRTH:
Denver, Colorado
EDUCATION:
University of Virginia, B.A., 1974, Film and Television
WORK EXPERIENCE:
Computer Programmer, Federal Preparedness Agency, 1975-76
OVERSEAS EXPERIENCE:
Guam, 1958-60 - lived with family
Japan, 1959 - tourist
Austria, 1972 - tourist
STATE OF LEGAL RESIDENCE:
Virginia
LOCAL ADDRESS:
201 Eye Street, S.W.
Apt. V132
Washington, D. C.
202-554-3731



NAME: David A. Olive
Department of State
DATE OF BIRTH:
January 22, 1951
PLACE OF BIRTH:
Chicago, Illinois
EDUCATION:
Georgetown University, School of Foreign Service, 1969-73,
BSFS, International Affairs
Johns Hopkins - Bologna Center, Diploma - European
Studies, 1972-73
Johns Hopkins - School of Advanced International Studies,
1973-75, M.A., International Economics
Princeton University, Ph.D Candidate, 1975-76, Department
of Politics
WORK EXPERIENCE:
International Economist, Overseas Private Investment
Corporation (OPIC), 1975-76
OVERSEAS EXPERIENCE:
Italy, 1972-73, student (Lived in Bologna, Italy)
France, 1972-73, student, tourist
Spain, 1972-73, student, tourist
Switzerland, 1972-73, student, visit
Belgium, 1972-73, student, visit
Netherlands, 1972-73, student, visit
Mexico, 1970, student, visit
Canada, 1975, student, visit
STATE OF LEGAL RESIDENCE:
Illinois
LOCAL ADDRESS:
1330 New Hampshire Avenue
Apt. 202
Washington, D. C. 20036
202-223-3141



NAME: William V. Parker
United States Information Agency
DATE OF BIRTH:
May 24, 1953
PLACE OF BIRTH:
Baltimore, Maryland
EDUCATION:
Thiel College, Political Science and International Relations
WORK EXPERIENCE:
American Embassy Consulate Section (Resident Hire), 1974-75
USIS Cultural Section (Resident Hire), 1975-76
OVERSEAS EXPERIENCE:
Thailand, Liberia - American Dependent
Japan, India, Greece, Italy, Switzerland, France, England -
tourist
STATE OF LEGAL RESIDENCE:
Maryland
LOCAL ADDRESS:
2401 H Street, N. W.
Apt. 302
Washington, D. C. 20037
202-333-7360



NAME: James M. Roberts
Department of State
DATE OF BIRTH:
September 23, 1943
PLACE OF BIRTH:
Pampa, Texas
EDUCATION:
Central Michigan University, 1975 - Master of Arts,
Management
Texas A & M, B.A., 1965, Economics
Air Command & Staff College, Maxwell Air Force Base, 1976
WORK EXPERIENCE:
1966-68 - Air Commando Pilot, Saigon, RVN
Director of Public Relations
1968-72 - Instructor Pilot, San Bernardino, Calif.
USAF Aircraft Dispatcher
1972-74 - Boeing 707 Pilot, Andrews AFB, Md.
Research Editor for Secretary of the Air Force, Congressional
Inquiry Division; Director, Aircraft Publications
1974-75 - Personnel Administrator, Washington, D.C.
White House Social Aide; Member, Board of Directors,
Bolling Federal Credit Union; Soccer Team Manager;
Sabreliner Pilot
1975-76 - Airport Manager, Maxwell AFB; Director of
Advertising, Maxwell-Gunter Federal Credit Union;
Sabreliner Pilot
MILITARY EXPERIENCE: Lt., USAF, 1965-68; Capt., USAF, 1968-76
OVERSEAS EXPERIENCE: England, 1958-61 - student; Eastern Europe,
Western Europe, Russia, China, Middle East, North Africa,
North Pacific, South Pacific, Southeast Asia
STATE OF LEGAL RESIDENCE: San Antonio, Texas
LOCAL ADDRESS:
4141 N. Henderson
Arlington, Virginia 22203



NAME: Theresa L. Rusch
United States Information Agency
DATE OF BIRTH:
October 8, 1949
PLACE OF BIRTH:
Boston, Massachusetts
EDUCATION:
University of Wisconsin, 1967-71, B.S., Russian Language
Secondary Education
University of Wisconsin, 1972-73, M.S., Library Science
WORK EXPERIENCE:
USIA Exhibit Guide, U.S.S.R., 1972
Librarian, Madison West High School, Madison, Wisconsin,
1973-75
Head Librarian, Madison West High School, 1975-76
OVERSEAS EXPERIENCE:
Great Britain, France, Italy, Switzerland, Spain, 1969 -
tourist
U.S.S.R., 1972 - USIA Exhibit Guide
Turkey, Greece, Yugoslavia, Italy, Germany, France, 1972 -
tourist
Holland, Germany, Switzerland, Italy, Greece, Bulgaria,
Turkey, 1974 - tourist
England, Holland, Belgium, 1975 - tourist
STATE OF LEGAL RESIDENCE:
Wisconsin
SPOUSE:
Wayne Rusch



NAME: Steven A. Saboe
Department of State
DATE OF BIRTH:
July 17, 1954
PLACE OF BIRTH:
Madison, Minnesota
EDUCATION:
Concordia College, Moorhead, MN, 1972-76, B.A.,
Political Science, History
WORK EXPERIENCE:
Research Assistant, Concordia College, Office of
Liberal Arts Studies - two years part-time writing
abstracts and proofreading - this past year did
confidential research on curriculum, and evaluation
of courses and faculty
OVERSEAS EXPERIENCE:
Participated in an educational seminar in May and
June of 1975 which visited France, Switzerland,
Italy, Greece, the Soviet Union, Poland, and East
Germany
STATE OF LEGAL RESIDENCE:
Minnesota
SPOUSE:
Cynthia
LOCAL ADDRESS:
6171 Leesburg Pike
Apt. 310
Falls Church, Virginia 22044



NAME: Edward B. Samuel
Department of State
DATE OF BIRTH:
February 14, 1949
PLACE OF BIRTH:
Hattiesburg, Mississippi
EDUCATION:
Duke University, 1967-71, B.A., English
University of Chicago, 1971-72, M.A., English
University of Virginia, 1973-75, M.B.A., Business
WORK EXPERIENCE:
Budget Analyst, U.S. Department of Agriculture, 1976
Chief Accountant, Webb's Laundry & Dry-Cleaning,
1975-76
OVERSEAS EXPERIENCE:
Lived in Middelburg, the Netherlands with family from
1972 to 1973 and traveled in Europe
STATE OF LEGAL RESIDENCE:
Delaware
LOCAL ADDRESS:
301 G Street, S. W., Apt. 611
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NAME: Barbara A. H. Scarlett
United States Information Agency

DATE OF BIRTH:
March 31, 1944

PLACE OF BIRTH:
Greensboro, North Carolina

EDUCATION:
Wheelock College, 1961-65, B.S., Education
University of London, 1967-68, Academic Diploma, Philosophy
Psychology, Sociology of Education and Comparative Education
University of London, 1968-69, M.A., Comparative Education
U.C.L.A., 1974-75
U.C.L.A., 1976, Ph.D., Comparative and International Education

WORK EXPERIENCE:
Teacher, New York, 1965-67
Assistant to Senior Clerk, Pitman's College, 1969-70
Receptionist/Counselor, International Student Center,
U.C.L.A., 1971-74
Substitute Teacher, Santa Monica, California, 1975-76

OVERSEAS EXPERIENCE:
England, 1967-70 - student
Canada, 1967 - tourist
Israel, 1965 - tourist
France, Luxembourg, Belgium, Italy, Yugoslavia, West
Germany, Holland, Greece, Turkey, 1967-70 - tourist
Jamaica, Barbados, Trinidad, Puerto Rico, 1971-74 - tourist
France, England, 1973-74 - tourist

SPOUSE:
Earle St. Aubin Scarlett

DEPENDENT: Philippa Milane - age 2

STATE OF LEGAL RESIDENCE:
California



NAME: Earle St. A. Scarlett

Department of State

DATE OF BIRTH: September 16, 1939

PLACE OF BIRTH: Kingston, Jamaica, W.I.

EDUCATION:

City University of New York, 1958-63, B.A., Classics
University of Maryland Extension, Verdun, France, 1965
(part time) Pol. Science; University of Paris, Sorbonne,
1967-68, Ethnologie et Sociologie Africaine; University
of London, England, 1968-70, M. Sc., Political Science;
UCLA, 1970-73, C. Phil., Political Science - doctoral
candidate (Ph.D. dissertation in progress)

WORK EXPERIENCE:

United Nations - General Assemblies 1962, 1963 document
clerk; New York Dept. of Welfare, 1966-67 - social worker;
Cook County Dept. of Public Assistance, 1968 - social
worker; UCLA - teaching assistant, 1970-71; Assistant
Professor of Political Science, Loyola-Marymount University,
Los Angeles 1973-74; Director of Afro-American Studies
and Assistant Professor of Political Sciences, Loyola-
Marymount University, 1974-76

MILITARY EXPERIENCE: U.S. Army, 1963-65, France, E-4

OVERSEAS EXPERIENCE:

Jamaica, 1939-1956 (place of birth and secondary schooling)
France, 1963-65 - U.S. Army; 1967-68 - student
England, 1968-70 - student
Holland, Belgium, Germany, Yugoslavia, Turkey, Greece, Spain,
Luxembourg, Denmark, Sardinia, Italy, Switzerland, Mexico,
Canada, Barbados, Trinidad - tourist

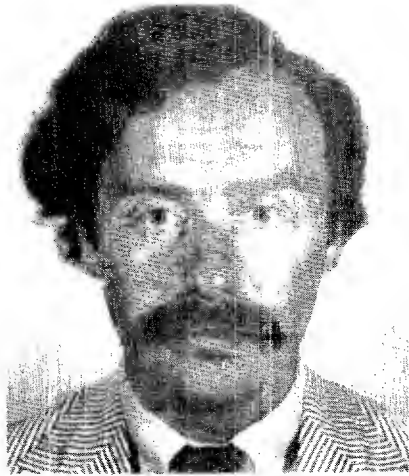
STATE OF LEGAL RESIDENCE: California

SPOUSE: Barbara

DEPENDENTS: Philippa Milane - age, 2 years

LOCAL ADDRESS: 2132 Cathedral Ave., N. W., Washington, D. C.

202-387-1463



NAME: William J. Shine
United States Information Agency
DATE OF BIRTH:
September 1, 1945
PLACE OF BIRTH:
Boston, Massachusetts
EDUCATION:
Boston University, 1963-67, A.B., History
Harvard University, 1972-73, M.A.T., Secondary Social Studies
WORK EXPERIENCE:
Mental Health Worker, McLean Hospital, 1967-70
Social Studies Teacher, Kennedy Junior High School, 1973-76
OVERSEAS EXPERIENCE:
Germany, France, Spain, 1969 - tourist
Mexico, 1974 - tourist
England, Ireland, 1975 - tourist
STATE OF LEGAL RESIDENCE:
Massachusetts
SPOUSE:
Mary Shine



NAME: Catherine M. Smith
United States Information Agency
DATE OF BIRTH:
November 17, 1942
PLACE OF BIRTH:
New York, New York
EDUCATION:
Wellesley College, 1960-64, B.A., History of Art
WORK EXPERIENCE:
Art Editor - Harcourt, Brace Jovanovick (Publishers),
Chief Art Editor General Production - 1965-69
Editor Assistant - Phoenix Mutual Life Insurance -
1969-70
Interpreter/Administrative Assistant - Hughes Airwest,
Mauritania 1974-75
OVERSEAS EXPERIENCE:
France -- tourist - 1963
Japan - 1970-72 - wife of FSO
Mauritania - 1973-75 - wife of FSO
STATE OF LEGAL RESIDENCE:
Connecticut
SPOUSE:
Richard Smith
CHILDREN:
Carter McCook Smith
LOCAL ADDRESS:
8517 Bradmoor Drive
Bethesda, Maryland 20034
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NAME: James C. Struble
Department of State
DATE OF BIRTH:
October 29, 1953
PLACE OF BIRTH:
Visalia, California
EDUCATION:
College of the Sequoias, 1971-72
University of California at Berkeley, 1972-75,
A.B., Slavic Languages and Literature, History
WORK EXPERIENCE:
Corporate Treasurer, Struble Auto Parts, 1975-76
OVERSEAS EXPERIENCE:
Czechoslovakia, Poland, the U.S.S.R., Bulgaria,
Hungary and Austria
STATE OF LEGAL RESIDENCE:
California
SPOUSE:
Susan
LOCAL ADDRESS:
507 N. Roosevelt Blvd.
C119
Falls Church, Virginia 22044



NAME: Richard J. Sullivan
Department of State
DATE OF BIRTH:
April 1, 1950
PLACE OF BIRTH:
Flushing, New York
EDUCATION:
State University College at New Paltz, N.Y., 1968-72,
B.S., African Studies/Political Science
Johns Hopkins University School of Advanced Inter-
national Studies (SAIS), 1972-74, M.A., African Studies
WORK EXPERIENCE:
Social Science Research Analyst, Office of Foreign
Economic Policy, Department of Labor, 1975-76
Driver/Helper/Supervisor - H & M Moving Company,
1974-75
Research Assistant, Booz, Allen & Hamilton, Business
and Government Consulting Firm, 1975
STATE OF LEGAL RESIDENCE:
District of Columbia
SPOUSE:
Gayle Fifer
LOCAL ADDRESS:
315 C Street, S. E.
Washington, D. C. 20003
202-547-9143



NAME: Barbara J. Tobias
Department of State

DATE OF BIRTH:
September 25, 1939

PLACE OF BIRTH:
Long Beach, California

EDUCATION:
University of California, Berkeley, 1957-61,
B.A., English (American Literature)
University of Vienna, Austria, 1960, Liberal Arts
Teachers College, Columbia University, 1966-1971,
M.A., Education and International Affairs

WORK EXPERIENCE:
Research Assistant, Graduate School of Education,
Harvard University, 1961-62
Teacher of English in Girls' Secondary School,
Peace Corps, Iran, 1962-63; Teacher of English in
Girls' Secondary School, Peace Corps, Afghanistan,
1963-65; Teacher and Administrative Assistant,
Experiment in International Living, 1965; Administrative
Secretary, Teachers College, Columbia University, 1965-67;
Teacher of English, Kenyatta College (Kenya), 1967;
Teacher of English, University of Nairobi Adult
Education, 1968-69; Teacher of English, Polytechnic
Institute (Kenya), 1969; Asst. Prof. of English, Essex
County College, New Jersey, 1971-73; Vice Principal
and Teacher, American School, Mogadiscio, 1973-76

OVERSEAS EXPERIENCE:
Austria, 1960 - student; Iran, 1963-63 - PCV; Afghanistan,
1963-65 - PCV; Kenya, 1967-69 - teacher; Somalia, 1973-
1976 - teacher

STATE OF LEGAL RESIDENCE: New Jersey

SPOUSE: Herbert - DEPENDENTS: H. Vincent - age 8; Ngina - age 7

LOCAL ADDRESS: 1710 - 16th Street, Arlington, Va., 22209
703-525-0838



NAME: Peter B. Vaden
Department of State
DATE OF BIRTH:
October 13, 1952
PLACE OF BIRTH:
Lynchburg, Virginia
EDUCATION:
University of Virginia, 1971-75, B.A., History
Major, Emphasis on Southern U.S. History
WORK EXPERIENCE:
1975-76, Staff Assistant to Honorable M. Caldwell
Butler, Member, U.S. House of Representatives
OVERSEAS EXPERIENCE:
Great Britain, France, Italy, Austria, W. Germany,
Switzerland, Netherlands
STATE OF LEGAL RESIDENCE:
Virginia
LOCAL ADDRESS:
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Arlington, Virginia 22201
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NAME: Daniel P. Weber
Department of State
DATE OF BIRTH:
April 2, 1950
PLACE OF BIRTH:
Chicago, Illinois
EDUCATION:
Northern Illinois University, 1968-72, B.S., Political
Science
WORK EXPERIENCE:
Peace Corps, Kabul, Afghanistan - Teacher, English and
Economics, 1972-1975
OVERSEAS EXPERIENCE:
Iran, Iraq, Pakistan, India, Nepal, Burma, Ceylon,
Bangladesh, Thailand, Laos, Malaysia, Singapore,
Taiwan
STATE OF LEGAL RESIDENCE:
Illinois
LOCAL ADDRESS:
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Apt. 21
Alexandria, Virginia
931-2436



NAME: James H. Yellin
Department of State
DATE OF BIRTH:
September 16, 1938
PLACE OF BIRTH:
Philadelphia, Pennsylvania
EDUCATION:
Hamilton College, 1956-60, A.B., French, History
University of Paris, 1958-59, French
University of Pennsylvania, 1960-62, M.C.P. City
Planning
WORK EXPERIENCE:
City Planner, Kentucky Division of Planning and
Zoning (a state planning agency), 1962-6
Political Officer, U.S. Embassy, Saigon, 1970-73
(Included two months service in North Vietnam in
1973 as an interpreter and member of U.S. Delegation
negotiating implementation of Mine Sweeping Protocol
to Paris Accords.
MILITARY EXPERIENCE:
U.S. Army, 1963-66. Service in Vietnam, 1964-66.
Sp. 5
STATE OF LEGAL RESIDENCE:
Pennsylvania
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